

# Sevag Jacob Gaprielian

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Motivated engineering graduate passionate about turning ideas into tangible outcomes. Proficient in project and event management, cross-functional leadership, and cross-team collaboration. Enjoys using their extensive problem-solving skills to find innovative solutions, pivoting as issues arise.

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## CORE COMPETENCIES

- Team management
- Budgeting and cost analysis
- Creative innovation
- Process improvement
- Problem-solving
- Event planning and oversight
- Administrative coordination
- Effective stakeholder communication

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## PROFESSIONAL EXPERIENCE

### EFM Project Coordinator – Independent Contractor

June 2021- August 2021

Varicent Canada

Oversaw the coordination and execution of migrating employee files from Tresorit to UltiPro, ensuring accuracy in file collection, CSV creation, and file transfer, as well as troubleshoot fallouts.

- Cleaned and sorted files from multiple databases into respective employee and company folders in Tresorit
- Audited files in employee folders, flagging discrepancies to resolve issues with missing documentation
- Created CSV files mapping the transfer of files into Ultipro, implementing correct syntax and naming conventions
- Troubleshoot any fallouts from the load, corrected errors, and reloaded as necessary

### Administrative Lead

September 2018 - December 2019

Ryerson Students' Union (RSU)

September 2017 - May 2018

Supported the operations of a central hub at an urban campus, ensuring ongoing administrative and project management support for over 40,000 students, as well as managing the Board of Directors' administrative practices.

- Responsible for general customers service support, connecting with students daily to assist them with administrative tasks, academic advising, and general inquiries
- Researched, analyzed, and produced reports on trends regarding engagement of student support services, increasing engagement by 23%
- Met with stakeholders regularly to conduct project reviews, and re-evaluate strategic goals of initiatives, including room booking support, student group funding, and graduate composite distribution
- Built partnerships and established credibility with university administrations, Board of Directors members, clients, suppliers, and staff, while exercising confidentiality in interactions

### Vice President of Administration

May 2018 – December 2018

George Vari Innovation Conference

Supported the overall project management of the nationwide technology conference, ensuring ongoing team management, budget management, and stakeholder relations, as well as managing conference logistics.

- Utilized project management software, Trello, to monitor team member progress on assigned deliverables
- Responsible for creating a Project Plan, with a detailed breakdown of event timings and necessary staffing
- Implemented risk management strategies to resolve issues regarding late merchandise deliveries, budget overages, and room assignment discrepancies
- Managed stakeholder expectations and utilized feedback to drive the development of new initiatives

## **Campus Groups Lead**

Ryerson Students' Union (RSU)

May 2018 – September 2018

June 2017 – September 2017

Supported the overall administration of over 200 special interest groups, acting as a liaison for student leaders, providing them with insightful coaching on financial matters and conflict resolution, as well as managing group finances.

- Oversaw the project management of innovation programs and workshops such as the RSU Student Leader Summit and Campus Groups Day
- Worked closely with the RSU Finance Team, preparing financial reports for yearly audits and operating budgets
- Used post-event evaluations to develop new workshops that met attendees' needs, integrating developing trends in student leadership
- Successfully implemented a new budget template to ensure the financial management of groups were accurate

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## **LEADERSHIP EXPERIENCE**

Events Planning Committee for the Ryerson Engineering Student Society (RESS)	2018-2019
Director of Campus Relations for the Armenian Students' Association (ASA)	2018-2019
Student Groups Committee for the Ryerson Students' Union (RSU)	2016-2019
Vice President of the Aerospace Couse Union (ACU) at Ryerson University	2017-2018
Operations Committee for the Ryerson Engineering Student Society (RESS)	2017-2018

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## **EDUCATION AND CERTIFICATIONS**

Google Data Analytics Professional Certificate, Expected Completion January 2022

Google Project Management Professional Certificate, August 2021

Bachelor of Aerospace Engineering, Ryerson University, Toronto, Ontario, June 2019

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## **LANGUAGES**

Fluent on both English and Armenian, with basic knowledge of French.

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## **TECHNICAL SKILLS**

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Suite, G Suite, and Catia
- Intermediate in MATLAB, C programming, XFoil, CFD, Tresorit, and UltiPro UKG