

TASNIM NAHAR

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PROFESSIONAL SUMMARY

Highly motivated and proactive professional currently pursuing a Bachelor's degree in Mechanical Engineering. Known for a strong passion for sustainable development and problem-solving. I excel at managing multiple projects, collaborating with cross-functional teams, and delivering high-quality, coordinated results that meet client needs and expectations. Adept at assisting with project coordination, budgeting, documentation, and reporting. Eager to bring my project management skills and enthusiasm for infrastructure projects to support Arup's mission to create sustainable, socially impactful solutions.

KEY STRENGTHS

- **Project Management & Coordination:** Proficient in managing and assisting with the coordination of projects, ensuring timely and efficient delivery.
 - **Budgeting & Resource Optimization:** Experienced in managing project budgets up to \$10,000, ensuring cost efficiency and effective resource allocation.
 - **Documentation & Reporting:** Skilled in preparing reports, meeting minutes, and presentations, maintaining accurate project documentation and ensuring effective communication with stakeholders.
 - **Team Collaboration & Stakeholder Engagement:** Experienced in supporting cross-functional teams and engaging stakeholders to resolve design challenges and ensure project success.
 - **Communication & Client Service:** Strong communication skills with a focus on providing clear, concise, and impactful documentation and support.
 - **Sustainability Awareness:** Passionate about sustainable development and infrastructure, with a strong desire to contribute to projects that positively impact the environment and society.
 - **Adaptability & Problem-Solving:** Ability to work independently and in teams to tackle new challenges, ensuring project goals are met while remaining adaptable to changing requirements.
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PROFESSIONAL EXPERIENCE

Project Coordinator

Youth Innovation Program, Scarborough, ON | 2021 – 2022

- **Assisted with the coordination of 10+ youth development workshops, ensuring timely and successful delivery.**
- **Supported budget management of \$5,000 for project resources, ensuring that costs were within project constraints.**

- Created detailed project documentation, including reports, presentation materials, and meeting minutes, to ensure clear communication with stakeholders.
- Developed and tracked project timelines and deliverables, contributing to 95% satisfaction among participants.
- Collaborated with internal teams to address challenges and optimize the delivery of educational programs.

Project Lead

TNG Community Services, Toronto, ON | 2021 – 2023

- Led multiple community projects, collaborating with internal and external teams to meet objectives.
- Assisted with the preparation and distribution of client submittals, project plans, and presentations, ensuring all stakeholders were informed.
- Supported team members in resolving design and delivery challenges, ensuring high-quality outcomes.
- Managed project schedules and tracked progress, contributing to the timely delivery of on-budget projects.
- Mentored 10 team members, with 70% advancing to leadership positions.

Computer Science Teacher

Youth Innovation Program, Toronto, ON | 2021 – 2022

- Delivered programming and technology education to 50+ students, incorporating creative solutions to engage and develop their STEM skills.
- Assisted with preparing and distributing course materials and reports, ensuring comprehensive support for students.
- Collaborated with community partners to increase program enrollment and foster long-term participation.

EDUCATION

Bachelor of Mechanical Engineering (Co-op)

Ontario Tech University, Oshawa, ON | Expected Graduation: 2028

Secondary School Diploma

Sir Wilfrid Laurier CI Guildwood, Scarborough, ON | Graduated: June 2020