

## 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, with a focus on construction and multidisciplinary coordination. Adept at assisting with project coordination, workload prioritization, and delivering high-quality results in dynamic, fast-paced environments. I excel at critical thinking and adapting to new challenges, ensuring the successful execution of complex projects. Eager to bring my research and development skills and experience in project management to support Arup mission to create sustainable, socially impactful solutions.

### KEY STRENGTHS

- **Project Management & Coordination:** Proficient in managing and assisting with the coordination of construction and infrastructure projects, ensuring timely and efficient delivery.
- **Multidisciplinary Coordination:** Experienced in collaborating across diverse teams to achieve interdisciplinary objectives and ensure cohesive project delivery.
- **Workload Prioritization & Flexibility:** Skilled in workload prioritization skills and managing multiple tasks, demonstrating flexibility in adjusting to evolving project requirements.
- **Documentation & Reporting:** Adept at preparing meeting minutes, presentations, and detailed project reports, ensuring accurate communication between internal and external stakeholders.
- **Stakeholder Engagement & Client Service:** Focused on professional demeanor, with strong communication skills in providing high-quality service and building positive relationships with clients and project teams while work independently.
- **Critical Thinking & Problem-Solving:** Able to use critical thinking to resolve project challenges, optimizing processes and ensuring seamless execution of tasks.
- **Sustainability Awareness:** Passionate about sustainable development and leveraging knowledge in construction to contribute to projects that have a positive environmental impact.
- **Microsoft Office Suite and G-Suite proficiency.**

### PROFESSIONAL EXPERIENCE

#### Project Manager

*Youth Innovation Program, Scarborough, ON | 2021 – 2022*

- Assisted in the internal management of 10+ youth development workshops, ensuring timely delivery and satisfaction across multidisciplinary teams.
- Supported workload prioritization by managing multiple tasks within tight deadlines, and optimizing project efficiency, and business administration.

- Created and maintained detailed project documentation, including meeting minutes, reports, and presentations, ensuring clear communication between stakeholders.
- Researched and developed innovative solutions to address project challenges, ensuring the successful execution of workshops.
- Collaborated with internal management and external partners to facilitate smooth project delivery and increase program participation by 30%.

### **Project Lead**

*TNG Community Services, Toronto, ON | 2021 – 2023*

- Led construction and community-based projects, coordinating efforts among internal teams, clients, and collaborators.
- Developed and implemented multidisciplinary coordination strategies to align project goals with client expectations and ensure timely delivery.
- Assisted in the preparation and distribution of project reports, meeting minutes, presentations, and client submittals to ensure effective communication.
- Applied critical thinking to address project roadblocks, enabling the team to meet objectives while adhering to budget and timeline constraints.
- Supported workload prioritization within the team, ensuring effective use of resources and achieving 95% on-time project delivery.

### **Computer Science Teacher**

*Youth Innovation Program, Toronto, ON | 2021 – 2022*

- Delivered programming and technology education to 50+ students, demonstrating the ability to prioritize tasks while managing multiple student needs.
- Conducted research and developed course materials, integrating creative solutions that increased engagement and understanding by 80%.
- Assisted with the preparation of reports, meeting minutes, and learning materials to facilitate the smooth delivery of classes.

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## **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