Tab 1

**TASNIM NAHAR**

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**PROFESSIONAL SUMMARY**

A Project manager with expertise in managing diverse initiatives, optimizing resources, and fostering engagement to ensure project success. Passionate about community development and delivering results that exceed expectations. Ready to bring exceptional organizational and leadership skills to support meaningful project outcomes.

**HIGHLIGHTS OF KEY ACHIEVEMENTS**

**Project Management:** Implemented a new task-tracking system, reducing project delays by 15% and improving team efficiency through streamlined communication and workflow processes.

**Budgeting & Resource Optimization**: Managed budgets up to $10,000, achieving cost savings through strategic planning.

**Team Leadership**: Mentored and developed a diverse group of individuals, enhancing productivity.

**Stakeholder Engagement**: Built and maintained strong relationships with clients and stakeholders to ensure satisfaction.

**Communication**: Delivered impactful strategies, increasing engagement by 30% through tailored messaging.

**Event Coordination**: Organized and executed seamless workshops and events for large groups.

**Detail-Oriented**: Streamlined operations, reduced errors, and ensured compliance with organizational standards.

**Performance-Driven**: Consistently surpassed performance targets and delivered results exceeding expectations.

**PROFESSIONAL EXPERIENCE**

**Professional Expérience**

**Computer Science Teacher** 2021 – 2022Youth Innovation Program, Toronto, ON

* Taught programming and technology to 50+ students, achieving a 80% improvement in understanding STEM concepts.
* Developed course materials that increased attendance by 25%.
* Led students to participate in coding competitions, achieving recognition in regional events.

**Project Coordinator** 2021 – 2022Youth Innovation Program, Scarborough, ON

* Coordinated 10+ youth development workshops, reaching 200+ participants with a 95% satisfaction rate.
* Managed a $50,000 project budget, ensuring timely delivery of services within budget constraints.
* Increased participant engagement by 30% through targeted communication strategies.

**Project Lead** 2020 – 2021TNG Community Services, Toronto, ON |

* Led 2 community projects, impacting 500+ beneficiaries.
* Reduced project costs by 10% through efficient resource allocation and problem-solving.
* Mentored 10 team members, with 70% advancing to leadership roles.

**EDUCATION**

Secondary School Diploma

Sir Wilfrid Laurier CI Guildwood, Scarborough, ON

Graduated: June 2020