

# Simmi Khullar

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## **SUMMARY OF QUALIFICATIONS**

- Possess excellent communication, time-management, and multi-tasking skills, as shown by my experience as a Test Analyst (Co-op) at CIBC and through the position of Ceremonials Assistant at Ryerson University.
- Computer literate in Microsoft Office, C and C++ programming, MATLAB, Aspen HYSYS, Aspen Plus, Microsoft Visual Studio, AutoCAD, and possess knowledge of PFDs and P&IDs.
- Possess knowledge of instrumental methods of analysis such as Infrared Spectroscopy, Gas Chromatography, UV - Visible Spectrophotometry, and Flame Atomic Absorption Spectroscopy.
- Ability to work well independently, as well as a part of a team, and possess great leadership skills, as shown by my volunteer experience as an Outreach Commissioner for Ryerson Engineering Student Society.
- Possess great analytical, problem-solving, and data analysis skills, demonstrated by conducting numerous laboratory experiments and through my experience as an Engineering Intern at Black & Veatch.
- Possess great research and organizational skills, as shown by my experience as a Procurement Analyst – Summer Student at Technical Standards & Safety Authority (TSSA).
- Highly reliable, energetic, adaptable, and detail-oriented.

## **EDUCATION**

**Bachelor of Engineering (B.Eng.), Chemical Engineering Co-op**  
Ryerson University, Toronto, Ontario

September 2013 – June 2018

## **WORK EXPERIENCE**

### **Customer Experience Representative**

**Millennium 1 Solutions, Indigo Department**, Etobicoke, Ontario

May 2018 – August 2018

- Responded to customer inquiries in a pleasant, courteous, professional and well-informed manner.
- In conjunction with on-screen customer information, identified customers' needs through customer contact while simultaneously reading and updating information of customers on the system.
- Fulfilled customer expectations in a manner that complied with policies, practices and procedures.

### **Procurement Analyst – Summer Student**

**Technical Standards & Safety Authority (TSSA)**, Etobicoke, Ontario

July 2017 – September 2017

- Assisted in contract document and details collection.
- Utilized advanced formulas in Microsoft Excel, to keep a record of the details of the contracts.
- Co-ordinated with various departments within TSSA, for collecting the contracts.

### **Test Analyst (Co-op)**

**CIBC**, Toronto, Ontario

January 2017 - April 2017

- Utilized advanced formulas in Microsoft Excel such as "VLOOKUP", to compile large amounts of data and updated the Quality Assurance (QA) SharePoint team site.
- Developed and executed basic test cases, scenarios and scripts to ensure quality applications, while ensuring that results achieved documented goals and objectives.
- Identified test result variances, created variance records, and reported the variances to the test lead.

### **Engineering Intern**

**Black & Veatch Canada**, Markham, Ontario

October 2015 – January 2016

- Provided engineering project support such as, drafting and editing reports, and proposals, related to wastewater treatment.
- Coordinated with vendors to provide support with equipment selection.

- Assisted with developing, evaluating, and designing specifications and contract drawings. Utilized Microsoft Office programs such as, Microsoft Excel, to perform linear design checks, of the measurements of pipes installed in sewage systems, for the purposes of validation.
- Prepared Quality Control (QC) comment forms, which consisted of comments made by the Reviewer of the Piping and Instrumentation Diagrams (P&IDs), and the responses of the AutoCAD designer, to ensure the project deliverables met both Black & Veatch standards and client requirements.

#### **Ceremonials Assistant**

**Ryerson University**, Toronto, Ontario

May 2015 – August 2015

- Provided assistance in running the convocation ceremonies. Managed the student profiles, on the online registration software. Responded to email inquiries and phone calls.
- Reviewed existing convocation ceremony protocol practices across North American universities and colleges.
- Conducted research and updated on Ryerson University's past Fellowship and Honorary Doctorate recipients. Managed the data by utilizing Microsoft Excel, Microsoft Word, and Adobe.

#### **PROJECTS**

**Plant Design Project**, Ryerson University, Toronto, Ontario

September 2017 – April 2018

- In the Plant Design project, I worked along with my team members to design a plant which had the capacity of producing 1,500 tonnes of olive oil per year along with the treatment of its wastewater.
- The design of the plant included a selection of process and equipment, material and energy balances, preparing PFD and P&ID, and market analysis.

**Reverse Engineering Project**, Ryerson University, Toronto, Ontario

September 2013 – December 2013

- In the Reverse Engineering Project, I worked along with my team members on coming up with an innovative design of the Pedestrian Crosswalk System, in which a vibration system along with a sound system was installed by making use of AutoCAD.
- This design allowed the pedestrians who are hearing impaired and visually impaired, to cross the roads, without the need of additional assistance.

#### **EXTRA-CURRICULAR ACTIVITIES**

**Team Member**

**Women in Engineering (WIE)**, Ryerson University, Toronto, Ontario

January 2014 – April 2018

- Promoted the field of Engineering and Technology to young girls, by participating in various events such as Girl Guide Engineering Badge Day, Go ENG Girl, and City of Mississauga Feat of Engineering.
- Received the Aileen Clark Lambie Award, 2 times in a row, for providing notable contribution to the Organization.

**Outreach Commissioner**

**Ryerson Engineering Student Society**, Ryerson University, Toronto, Ontario

January 2016 – April 2016

- Collaborated with the school boards around Ryerson University, to promote various engineering outreach events to high school students, while cooperating with Vice-President Academic.

#### **AWARDS AND ACHIEVEMENTS**

**Aileen Clark Lambie Award**, Ryerson University

November 2015

- Awarded for making a notable contribution to women in engineering activities in the Faculty of Engineering and Architectural Science.

**Aileen Clark Lambie Award**, Ryerson University.

November 2014

- Awarded for making a notable contribution to women in engineering activities in the Faculty of Engineering and Architectural Science.

**Ryerson University Entrance Scholarship**, Ryerson University.

September 2013

- Awarded for achieving an average of 85% or greater, in the final year of high school.