

Basil Malik
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PROFILE OF SKILLS

- Experienced in managing projects with good communication skills
- Ability to work under pressure and meet challenging deadlines
- A dedicated professional with 2+ years in customer relations

EDUCATION

Bachelor of Applied Science Civil Engineering – Co-op

September 2013 – August 2018

University of Windsor, Windsor, ON

- Secured first position in the Technical Communication project
- Team leader for capstone project – Science of the Border Waiting Line System

WORK EXPERIENCE

Windsor Essex Community Housing Corporation

January 2017- April 2017

Project Coordinator

- Developed project charters, stakeholder registries and tender documents for various projects valued between \$500,000 to \$1000,000
- Ensured that the projects were completed within the given deadline by facilitating the scheduling prior to construction
- Assisted in managing a \$1.2M lavatory upgrade project, resulting in a reduction of water usage from 4 to 1 gal, saving approximately \$200,000

Windsor Essex Community Housing Corporation

January 2016- August 2016

Field Team Lead

- Provided support in the Designated Substances (DS) Project and worked alongside the consultant to develop a DS database
- Monitor workflow and make timeline adjustments as needed using Microsoft Project
- Evaluated the risks involved and took precautionary measures to avoid any uncertainties
- Act as a key liaison with the city of Windsor with respect to Capital Projects

Windsor Essex Community Housing Corporation

May 2015- August 2015

Junior Project Coordinator

- Assisted in Laundry Room Renovation Projects and helped identify any violations made by the firm using my knowledge of gas codes.
- Built credibility, established rapport and maintained communication with stakeholders at multiple levels. Ensured all tasks were performed in a professional and timely manner
- Inspected on going work and generated change orders along the course of the projects
- Prepare reports after site inspections and act as a liaison between the project manager and the contractor to ensure timely completion of various tasks.

RW & Co.

September 2017 - Present

Sales Associate, Vaughan

- Developed interpersonal skills through constant interactions with customers
- Helped customers identify products that best suited their needs
- Strived for customer satisfaction through interpersonal skills and honesty
- Earned reputation as a great team player by constant hard work and dedication

CAMPUS INVOLVEMENT

President - VISA (Volunteer International Student Assistance), Windsor

August 2016- April 2018

- Provided the international students with a platform to get acquainted with the diverse Canadian culture
- Managed all events and workshops held for students
- Supervised 10 club executives throughout the year and ensured the tasks were carried out within the given time and financial constraints

University of Windsor Student Alliance

May 2015-September 2015

- Board of director for the Faculty of Engineering
- Resolved issues encountered by engineering students with the support of the board
- Part of the Finance committee, the Student Services committee and the hiring committee
- Worked together as a team with fellow peers and made decisions regarding sponsorships to clubs and societies

Lead @ Uwindsor

September 2015- April 2018

- Volunteered for events during the welcome week and Head Start
- Communicated with first year students and inform them about campus services

Connecting for Success, University of Windsor

September 2014- April 2018

- Coach, lead and mentor first year students
- Help students with their transition from high school to university
- Assisted students throughout the year to educate students about campus services

References available upon request