

**AKHILA SRINIVASAN**  
**ENGINEER-IN-TRAINING (EIT)**

25-1021 Midland Ave  
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Geotechnical Engineering graduate skilled in organizational and methodical abilities. Detail- oriented self-starter with an open- mind seeking solutions. Experienced in multi-faceted projects and building positive relationships with staff personnel, management, clients, and other external parties. Excellent references are available upon request.

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**SKILLS**

**Technical:** MS Office Suite, data analysis, ROCScience suite, G license, SAP Concur, SV Office, GOCAD, ArcGIS, gINT  
**Transferable:** Time & organizational management, strong teamwork & communication skills, independent

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**WORK EXPERIENCE**

**MARKETING & OPERATIONS SUPPORT INTERN (TEMP)**  
**May 2018- September 2018**

**LOUIS VUITTON CANADA**  
**Toronto, ON, Canada**

- Made catalogues of bags, home décor, and RTW items for high profile clients and stores across Canada
- Created purchase orders, approved the vendors' expenses, and assisted with other book keeping expenses
- Provided operational support for Canada's Savoir Faire's 35<sup>th</sup> anniversary
- Interacted with third party vendors and created postal walks for stores in Canada
- Cross- referenced SKU's and conducted data analysis for luxury items in the company's master files

**FILING AND SCANNING CLERK (TEMP)**  
**January 2018- February 2018**

**CANADA LANDS COMPANY**  
**Toronto, ON, Canada**

- Went through company's financial contracts to ensure correct files are in order
- Communicated with supervisor regarding observations, errors, and questions about contract statements
- Digitized and updated files onto company's database as well as organized files in correct categories
- Trained new employee and provided guidance and efficient methods for record- keeping of files
- Pointed out errors and discrepancies in folders and fixed issues with copier machine for staff

**GEOLOGICAL TECHNICIAN ASSISTANT**  
**September 2016- December 2016**

**MDRU- UBC (WORKLEARN PROGRAM)**  
**Vancouver, BC, Canada**

- Initiated a systematic template for MDRU staff and future graduates with information on samples
- Researched and exercised company's procedures, policies, and ethical guidelines
- Cross- referenced 20 years of historical reports and geological data sets from geologists, contractors, and scientists
- Updated past years' files for most up-to-date information and provided notes on corrections and areas of focus
- Handled heavy items of rock samples and fragile items in stockroom and storage as well as clean-up of lab room
- Archived geological data using MS Office and completed UBC Chemical Safety course

**MINE ENGINEERING INTERN/ SURVEYOR (CO-OP)**  
**January 2014- August 2014**

**COPPER MOUNTAIN MINE CORPORATION**  
**Princeton, BC, Canada**

- Obtained blast patterns from the engineers, picked up elevation shots with Trimble equipment, and uploaded data
- Drove around open pit and monitored slopes and walls using Total Station for information on possible failures
- Climbed on muck piles and blast areas to hammer in stakes with different ore types for shovel operators
- Increased office efficiency by creating an organizational systematic chart that highlighted survey information
- Actively participated in weekly blast meetings, safety training, and workplace hazard orientations

**PETROPHYSICS LABORATORY ASSISTANT (CO-OP)**  
**September 2013- December 2013**

**GEOLOGICAL SURVEY OF CANADA**  
**Victoria, BC, Canada**

- Conducted data entry on MS Excel and edited confidential information on the BC Rock Property database
- Conducted lab experiments on hundreds of rock sample using various equipment such as pycnometer
- Utilized impregnation chamber (to “blow out” entrapped gas in rock pores) and conductive probe (to measure ions)
- Provided office tours for visitors and international scientists interested in talks provided at the centre
- Created video manuals and instructions for future employees on various instruments used in labs and offices

**GEOLOGY INTERN (CO-OP)**  
**June 2012- August 2012**

**BUILDING AND CONSTRUCTION AUTHORITY**  
**Singapore**

- Performed modeling using softwares (ArcGIS, gINT, and GOCAD) to depict piezometer readings and 3D maps
- Created and organized BCA database using British Geological Survey (BGS) format with geologic information
- Worked with BCA’s geologists to supervise drillings on reclaim land and interpreted results from contractors’ logs
- Conducted research and information on geology structures for staff members seeking clarity in their field notes

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**VOLUNTEER EXPERIENCE**

**MEMBERSHIP OFFICER**  
**May 2018- Present**

**SOCIETY OF WOMEN ENGINEERS**  
**Toronto, ON, Canada**

- Conducted preliminary screenings and interviews for potential volunteers for the organization
- Co-organized various networking, professional, and social events aimed at fostering connections
- Created profiles with information about volunteers’ interests and their background
- Continuous participation in team meetings and facilitation workshops

**VOLUNTEER STROKE ASSISTANT**  
**June 2017- July 2017**

**STROKE SUPPORT STATION**  
**Singapore**

- Conducted clean up, table and chair set ups, and provided snacks and refreshments
- Participated in activities such as mindful practice, musical games, tai chi, and physical activities for cognitive skills
- Assisted with games and mind exercises that stimulate the mind and improve memory

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**EDUCATION**

UNIVERSITY OF BRITISH COLUMBIA (UBC)

**Vancouver, BC, Canada**

**Bachelor of Applied Science (BAsc.): Geological Engineering (Geotechnical field) with Co-op completion**  
**September 2010- May 2017**