**TAMJEED KHAN**

203 Valleyway Drive, Brampton ON, L6X 0N3

Cell: (647) 606 – 3549

tamjeed@uoguelph.ca

**SUMMARY OF SKILLS**

* **Research/Written**: conducted literature searches using key databases such as PubMed, Primo, WebOfScience and ScienceDirect for research field work and during academic courses; wrote clear and concise lab reports analyzing results and conclusions
* **Oral Communication**: obtained excellent communication skills through working with staff, customers, and instructors/peers in a variety of lab, customer service, competition, and work
* **Time Management/Organization**: budgeted time and work tasks to effectively ensure timelines were obeyed and tasks were completed with precision and accuracy

**SOFTWARE KNOWLEDGE**

* **Microsoft Office**: created reports, presentations, and organization of data for various assignments
* **Geographical Information Systems (GIS)**: created various types of maps using real data-sets for solving issues and real-life applications in different areas around the world
* **R/RStudio:** conducted statistical assessment and lab work with real data to evaluate and analyze information
* **Adobe Photoshop:** used to edit pictures, create logos, posters, ads etc. to use raw data to communicate research conducted visually to the public

**EDUCATION**

|  |  |
| --- | --- |
| September 2015 - Present | **University of Guelph**  Bachelor of Science, in Environmental Science (B.Sc. [ENVS])  Majoring in Ecology |
| Experience | ***Related Courses:*** Ecology, Botany, Evolution, Environmental Science, Geography, Geographical Information Systems (GIS), Statistics, Aquatic Ecosystems, Climate Change  ***Related Lab Experience****:* Field Ecology, Environmental Science, Botany, Geographical Information System (GIS) Biochemistry, Geography, Biology, Chemistry, Statistics |

**KEYSTONE PROJECT**

|  |  |
| --- | --- |
| September 2018 – Present | **Wastewater Reuse Feasibility Plan – City of Guelph & Guelph Wastewater Treatment Services**  Guelph, Ontario   * Researched various techniques to reuse wastewater as potable water * Working with a team to discuss the implementation of infrastructure within the City of Guelph to reduce clean water usage in the process * Collaborating with various institutions to start pilot program |

**WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| May 2018 – August 2018 | | **Summer Production**  Westrock, Guelph   * Worked as part of a team to collaborate ideas to ensure daily production of corrugated products in a safe and efficient manner * Demonstrated attention to detail by ensuring order specifications and special requirements were accurately followed * Demonstrated the ability to multitask by packing boxes and perform production quality checks * Worked efficiently and effectively, while ensuring a safe work environment, a quality product and a satisfied customer * Assist in troubleshooting and fixing machine problems * Maintain proper housekeeping practices to ensure a safe work environment | |
| June 2016 – August 2016 | | **Food Staff-** Kidzville Pizza Pizza  Canada’s Wonderland, Vaughan   * Worked with multiple staff to efficiently take orders and give them to customers * Communicated diligently with customers to deliver any needs * Worked in various locations within the park as staff were need * Worked outdoors in weather conditions ranging from dry heat to humid showers * Completed administrative tasks after each work session | |

**EXTRACURRICULAR EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| September 2018 – Present | **SCINAPSE- Undergraduate Science Case Competition (Student Executive)**  Guelph, Ontario   * Worked with a team to recruit judges for first round of competition at the University of Guelph (UofG) * Assisted in coordinating workshop events for UofG competitors * Aided in marketing SCINAPSE competition at UofG by advertising on social media and traditional poster advertisements * Recruited prospective students as competitors | |
| October 2017 – May 2018 | | **SCINAPSE- Undergraduate Science Case Competition (Competitor)**  Guelph, Ontario   * Researched various Hydrofracturing uses and implications * Created a proposal on ways to reduce water in the process * Worked in a team of three to create the research proposal * Presented our proposal through * Work was published in the URNCST journal | |

*References available upon request*