

# Zohair Omar

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**Role-Specific Portfolio:** zohairomar.netlify.app/for/city-of-calgary/information-management-student

## Summary

4th Year Computer Science & Mathematics student @ UofC (transferred from UBC) with experience supporting information workflows through **repository usage (SharePoint)**, **process documentation (SOPs, workflows)**, and structured delivery in cross-functional teams. Proficient in **Microsoft Office (Word, Excel, PowerPoint)**, **SharePoint**, **Power Automate**, **SQL**, and **Azure AD (OAuth2) / Microsoft Graph API** for secure file access and operational reporting. Known for strong organization, attention to detail, analytical problem solving, and reliable execution independently and in teams.

## Technical Skills

**Information Platforms:** SharePoint, Microsoft Graph API, Azure AD (OAuth2), Power Automate

**Documentation & Process:** SOPs, workflow documentation, repository organization, stakeholder-ready updates

**Analysis & Reporting:** Excel (Pivot Tables, VLOOKUP, Charts), Power BI, SQL

**Delivery Tools:** Word, PowerPoint, Git, CI/CD (GitHub Actions)

## Education

**Bachelor of Science, Computer Science & Mathematics (Minor in Economics)** Expected Apr 2027  
University of Calgary, Alberta

**Bachelor of Science, Computer Science** Sep 2022 – Sep 2024  
University of British Columbia, Vancouver

## Experience

**Enactus UCalgary – WealthPath** Jul 2025 – Present

*Front-End Development Lead; Word, PowerPoint, React, TypeScript, GitHub Actions* Calgary, AB

- Led a 4-person team and facilitated 2–3 Scrum meetings weekly; tracked deliverables, owners, and timelines with strong organization and attention to detail.
- Created reusable components across 5+ core pages, reducing duplicate code by **20%** and improving consistency for ongoing maintenance.
- Coordinated with back-end developers to define API contracts and resolve issues, accelerating delivery by **1–2 sprints**.
- Produced clear updates and documentation for technical and non-technical stakeholders using **Word/PowerPoint**.

**TechNova** Feb 2025 – Present

*Co-Founder & VP Technical; React, Python, SQL, Git* Calgary, AB

- Gathered requirements from student club stakeholders and translated needs into trackable deliverables; maintained documentation and onboarding guides for long-term upkeep.
- Built full-stack sites and dashboards that improved information access and usability for **100+ users**; ensured changes were documented and repeatable.
- Led a 4-person team through Agile sprints and reviews, balancing priorities and delivering reliable workstreams on schedule.

**Agrius IT** May 2024 – Jul 2024

*Software Developer Intern; Python, SQL, Word, Excel* Abu Dhabi, UAE

- Documented workflows and contributed to internal **SOPs** for issue resolution and system operations using **Word/Excel**.
- Supported reliable operations by troubleshooting and delivering updates; resolved **3** critical system bottlenecks ahead of schedule.
- Developed backend functionality using **Python** and **SQL**, strengthening data integrity and secure access patterns.

## Projects

**Production Analytics & Forecasting Dashboard** (Python, Streamlit, Azure AD, Microsoft Graph API, SharePoint, Power Automate)

- Integrated **SharePoint** file I/O via **Azure AD (OAuth2)** and **Microsoft Graph API**; implemented token refresh and a local fallback mode for operational resilience.
- Built a **Power Automate** workflow for scheduled report distribution via Outlook with scope-based error handling and admin notification.

**Oil & Gas Asset Integrity Dashboard** (Power BI, SQL Server, SharePoint)

- Built a Power BI solution to track integrity KPIs; modeled **24 months** of data and created role-based views to support consistent reporting.
- Produced trend summaries and backlog-style reporting outputs that support documentation and operational planning.