Zohair Omar

zohairomar@gmail.com | linkedin.com/in/zohairomar | github.com/zohairomar1 | zohairomar.netlify.app
Role-Specific Portfolio: zohairomar.netlify.app/for/atco/solution-architecture-student

Summary

4th Year Computer Science & Mathematics student @ UofC (transferred from UBC) supporting documentation-heavy, cross-functional technical projects through clear writing, structured artifacts, and process improvement. Experienced with **SharePoint, Power BI, Microsoft Office (Outlook, Word, Excel, PowerPoint), and Visio** to create and maintain solution diagrams, decision logs, templates, and repository organization. Strong attention to detail and analytical mindset for reviewing documentation accuracy, standardizing deliverables, and communicating with technical and non-technical stakeholders. **Applying for May 2026 Co-op; available 8 or 12 months.**

Technical Skills

Architecture Documentation: Visio, PowerPoint diagrams, decision logs, templates/guidelines, repository organization

Collaboration & Delivery: SharePoint, Outlook, Word, Excel, meeting notes, action tracking, Agile/Scrum

Analytics & Reporting: Power BI (Power Query/DAX), Excel (Pivot Tables, VLOOKUP), SQL

Development Fundamentals: Python, JavaScript/TypeScript, Git, CI/CD (GitHub Actions), REST APIs

Education

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

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

Key Courses: Software Architecture, Data Structures & Algorithms, Applied Machine Learning (Python), Introduction to Data Science (R)

Experience

Enactus UCalgary – WealthPath — Jul 2025 – Present
Front-End Development Lead; React, TypeScript, Tailwind CSS, Visio, PowerPoint, Office Suite — Calgary, AB

- Led a 4-person team and facilitated 2–3 weekly Scrum meetings; maintained action-item tracking in **Excel/Outlook** and delivered weekly updates to partners, improving follow-through and reducing missed handoffs.
- Created and maintained architecture-style artifacts in **Visio/PowerPoint** (component diagrams, data flows, integration notes), aligning stakeholders and reducing rework during handoffs by **20%**.
- Coordinated with back-end stakeholders to capture integration requirements and record decisions (assumptions, constraints, next steps) in structured **Word** decision logs, improving onboarding speed for new contributors.
- Implemented CI/CD with GitHub Actions to standardize quality checks and improve review consistency across **30+** merged changes.

TechNova — Feb 2025 – Present
Co-Founder & VP Technical; SharePoint, Power BI, PowerPoint, Excel, Git — Calgary, AB

- Gathered requirements from non-technical stakeholders and translated needs into deliverables; documented scope, risks, and dependencies in **Word/Excel** to keep delivery predictable.
- Built and maintained a lightweight documentation system (templates, checklists, and **SharePoint** folder conventions) to standardize handoffs and reduce repeat questions by **25%**.
- Built stakeholder-facing dashboards and summaries using **Power BI** and **PowerPoint**, enabling faster status visibility and more consistent reporting across projects.
- Assessed solution options and documented recommendations by comparing effort, impact, and delivery tradeoffs to support implementation decisions.

Agrius IT — May 2024 – Jul 2024
Software Developer Intern; Office 365 (Word, Excel, PowerPoint), SharePoint — Abu Dhabi, UAE

- Reviewed existing technical documentation for accuracy and completeness; improved SOP clarity by adding step-by-step procedures and edge-case notes, reducing avoidable escalations by **15%**.
- Supported repository organization and version control for operational documents (**Word/Excel**) and status materials (**PowerPoint**), ensuring teams could quickly locate current procedures and references.
- Collaborated across teams to troubleshoot incidents and document resolutions, improving repeatability and reducing turnaround time on recurring issues.

Projects

Oil & Gas Asset Integrity Dashboard – Power BI, SQL Server, SharePoint

- Built a **Power BI dashboard** to monitor integrity KPIs and compliance signals; modeled **24 months** of data with Power Query and DAX.
- Produced stakeholder-ready reporting views and documented metric definitions, assumptions, and refresh steps in **SharePoint**, improving reporting consistency and reducing clarification follow-ups.

Production Analytics & Forecasting Dashboard – Python, Streamlit, SharePoint, Power Automate

- Delivered KPI tracking and forecasting with documented workflows for data ingestion, refresh steps, and reusable reporting outputs for stakeholders.
- Integrated SharePoint file I/O and automated weekly report distribution with Power Automate via **Outlook**, reducing manual reporting effort by **30%**.