

## Naheed Waezzadah

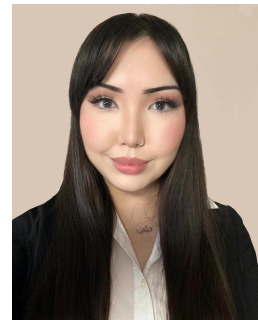
Mobile: +1 (647) 570-0774

Email: naheed.waezzadah@gmail.com

Nationality: Canadian and American

Marital status: Single

Age: 25



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### SUMMARY OF QUALIFICATIONS

- Positive attitude and strong interpersonal skills committed to taking initiatives and establishing and maintaining effective relationships with colleagues, children, and parents
- Responsible and extremely patient with prior experience working with pre-k children
- High proficiency with computer applications such as MS Office, Adobe, spreadsheets, administration programs, scheduling, internet research and preparation of materials.
- Skilled in completing time sensitive projects and assignments with minimal supervision.
- Native English speaker with a deep interest in different cultures and learning new languages.

### EDUCATION

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<b>120 hour Master TEFL/TESOL Certification Course</b>		Expected 2021-2022
<b>MA, Public Policy and Administration</b>	Ryerson University	2018-2019
<ul style="list-style-type: none"><li>• Graduated with a GPA of 3.67 on a scale of 4.0</li></ul>		
<b>BA with Distinction, Politics and Governance</b>	Ryerson University	2014-2018

### WORK EXPERIENCE

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<b>Co-Op Policy Student</b>	<b>Road User Safety Division</b>	<b>May 2019-Sept 2020</b>
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- Worked closely with stakeholders and other ministries on the Digital First Bill and Ontario Digital Service Top 10 Policy project, gaining operational knowledge of the policy development process and legislation, and collaborated with different members of the Ontario Public Service.
- Conducted thorough inter-jurisdictional scans, research and analyses that contributed to the data strategies to support the modernisation efforts of the Ministry of Transportation.
- Independently organised a student event for the Executive of the Road User Safety Division and interviewed student interns on their opinions regarding the Digital First Bill in order to develop optimal business and client outcomes.
- Tracked, inputted and maintained compliance audits on the Driver's Education system and masterlist and followed up with course providers, demonstrating a high level of accurate administrative output to ensure regulations were being maintained.

<b>Administrative Assistant</b>	<b>Constituency Office</b>	<b>Jan-April 2018</b>
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- Drafted letters of support on behalf of the Member of Parliament, achieving successful funding opportunities for various charitable organisations.
- Prepared emails on behalf of the Member of Parliament, demonstrating a high level of political acuity to deliver informed and professional responses to stakeholders and constituents.

- Collaborated with colleagues and helped conduct daily research tasks within time constraints, effectively blending time management and research skills to resolve issues and concerns in a timely manner.
- Assisted and serviced constituents on personal matters and in their dealings with government and positively represented the Member of Parliament when addressing the concerns and interests of the community.
- Managed private and personal information pertaining to the Member of Parliament and the constituents, exhibiting an ability to handle sensitive information and maintaining a safe, responsible, and accountable environment.

**Camp Counsellor                                      Antibes Community Centre                                      April 2016-Aug 2018**

- Maintained a positive and professional demeanor when interacting with children, parents and other staff members.
- Provided weekly progress reports to camp leaders highlighting achievements and/or issues
- Planned activities ranging from arts and crafts to interactive games for children aged 3-5 years old.
- Promoted and maintained a healthy and welcoming environment within the camp.
- Ensured the efficient and safe operation of the camp in compliance with Ontario regulations and codes of safety.

**Exec. Member of Student Organization                                      Ryerson University                                      Sept 2016-April 2018**

- Positively and professionally represented organisation through various events and efficiently fulfilled responsibilities delegated by the President.
- Thrived in a team environment, facilitated and worked with several group members and other campus-wide committees.
- Attended and organised events, providing fun and friendly service to the community and guests.

**Cashier / Key Holder / Sales Floor Member                                      Fairweather                                      June 2014-Aug 2016**

- Processed cash, debit and credit transactions with accuracy and efficiency, delivering excellent and quick service to customers.
- Delivered accountable, punctual and reliable service by consistently opening and closing the store on time and ensured barcodes, labels, and quantity keys were accurate to prevent transactional errors.
- Provided exceptional customer satisfaction and experience by always keeping the store organized and presentable, providing timely and productive service and assistance to customers.
- Cross-trained in several different aspects of operating activities including customer service, cashier, reverse logistics, and backroom management, eager and capable of learning, leadership and multitasking.