

## Naheed Waezzadah

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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
• Graduated with a GPA of 3.67 on a scale of 4.0			
<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.

