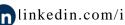# MELIKA **ATAEBI**

📞 (343) 777-5272 ✉ ataebi_melika02@hotmail.com in linkedin.com/in/melika-ataebi 📍 Ottawa

EDUCATION

University Of Ottawa
MEng Systems Science and Engineering
Overall Grade: A

University of Science & Culture
B.E Industrial Engineering
Tehran, Iran
GPA: 3.85/4

SOFTWARE SKILLS

Power BI, Excel, SQL, SAP ERP, Python, Wrike, QuickBooks, Microsoft Office, Jira

OTHER SKILLS

Business Analysis, Creating Reports, Data Forecasting, Communication, Teamwork, Multi-tasking, Standard CPR/AED C, English, French (Actively Learning)

VOLUNTEER EXPERIENCE

Tetra Society of North America
Ontario, Canada
Project Mentor

Sep 2022– Apr 2023

- Working with the CHEO hospital to build an eye gaze camera and help children with movement disabilities.

EXPERIENCE

Data Analyst   **Ottawa, ON**
City Of Ottawa (Vendor)   March 2023– Present
- Contributing to a cultural trends project in Ottawa by utilizing API and web scraping techniques to **extract data** from social media platforms using Python.
- Conducted thorough data analysis utilizing **Power BI** to identify key insights and trends.

Data Analyst   **Ottawa, ON**
Shield Security Services   Jun 2022– Present
(Murray & Murray Parking Control)
- Retrieving and gathering financial and HR data, organizing, and using it to reach meaningful conclusions using **Power BI**, **Excel**, and QuickBooks resulted in reducing financial mistakes by **17%** in six months.
- Measuring KPIs and creating weekly and monthly reports

Teaching Assistant & Project Manager   **Ottawa, ON**
University of Ottawa   Sep 2022– Apr 2023
- Led **4 groups of 6** students with their Engineering Design projects based on their real client needs in **CEED** (Centre for Entrepreneurship and Engineering Design)
- Supervised one of the **winning** teams in the Design Day competition for the Fall 2022 semester and two winning teams for the Winter 2023.

Mellat Bank   **Tehran, Iran**
Bank Clerk   Jul 2016 – Jul 2021
- Provided account services to clients by making deposits, withdrawals, transfers, and other account transactions.
- Worked in a **fast-paced** environment, consulted and advised clients regarding their investment needs.
- Chosen as the **best employee** of the region by customers.