

JASMINE SANGHERA

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EDUCATION

Bachelor of Arts (Honours), Queen's University, Kingston, ON **2016 - 2020**

- Major in Economics, Minor in Political Science
- Granted the Queen's University Entrance Scholarship of \$2000

PROFESSIONAL EXPERIENCE

Project Management Support Coordinator | Alectra | Mississauga, ON **Summer 2019**

- Collaborated with the Project Management Office to execute reports for senior management
- Utilized Microsoft Project to update resources and schedules
- Developed the skills needed to create and analyze pivot tables
- Provided reliable and detailed notes from project meetings

Billing Associate Intern | Alectra | Mississauga, ON **Summer 2018**

- Learned fundamental skills required to efficiently bill customers
- Tasked with speaking to customers with problems pertaining to billing issues
- Employed company software such as CC&B to process forms provided by customers
- Evaluated and accurately calculated customers usage and bills
- Effectively collaborated with team members to process customers' requests

Administrative Associate | Dhindsa & Partners | Mississauga, ON **Summer 2017**

- Provided clerical and administrative support to management
- Responsible for filing important documents, and updating spreadsheets
- Scheduled appointments with clients and organized meeting times

EXTRACURRICULAR EXPERIENCE

Sponsorship Coordinator | Girl's Inc at Queen's University | Kingston, ON **2019 - Present**

- Conducted research to qualify potential sponsorships and grants for the club
- Successfully contacted third parties and act as a liaison between the club and external groups
- Co-ordinated outreach opportunities between the club and Kingston community
- Acted as an ambassador during on-campus events, spreading club awareness

Delegate | Model United Nations | Kingston, ON **2017 - Present**

- Participated in conferences, including debates at Queen's University
- Involved in several team-based case studies where groups were tasked with determining appropriate solutions at McMun at McGill University and QMUN at Queen's University

Peer Note Taker | Queen's University | Kingston, ON **2016 - Present**

- Provided accurate course notes for students who were unable to do so due to a disability
- Reliably and consistently met weekly deadlines ensuring that notes were submitted on time

ADDITIONAL INFORMATION

- Participated in competitive cheerleading, where I had the opportunity of being named team captain
 - Avid figure skater in the Mississauga Figure Skating Club, and skated at a variety of competitions under several nationally certified professional coaches
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