

Faria Khandaker



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Technical skills

- R Stats:
 - Libraries: Tidyverse, Dplyr, Stringr, Skimr, Lubridate, Janitor, Ggplot2 Caret, FNN, Mass, Leaps, Corrplot
- Python
 - Libraries: Pandas, Numpy, SKLearn, Seaborn, Matplotlib, Networkx, NLTK, Gensim, SpaCy
- MySQL
- Azure ML Studio
- Tableau
- Gephi
- Signavio Business Process Software
- Celonis Process Mining
- Enterprise Architecture and Business Process modelling

Professional Summary

Navigating through the world of Data Analytics and Machine Learning takes me back to my undergraduate days of conducting anthropological research in a new environment, where I was always both a participant and an observer. As an initiative-taking diligent individual, with over five years of experience in working to improve both the academic and extracurricular aspects of post-secondary student life, I am learning and building on my skills of analyzing and processing data, conducting research to push knowledge forward, and sharing insights with multiple stakeholders to improve policies and procedures ethically and transparently within organizations.

Education

Master of Information: Information System Design and Data Science
University of Toronto 09/2019 – 11/2021

Relevant courses:

- Data Analytics
- Data Modelling and Database Design
- Machine Learning with Applications in Python
- Business Process Management and Mining
- Machine Learning in R

Honours Bachelor of Science: Anthropology and Human Biology
University of Toronto Scarborough (UTSC) 09/2013 - 11/2018

Exchange Program

National University of Singapore 01/2018 - 05/2018

Mandarin Language Exchange Program

Chinese University of Hong Kong 08/2017

Relevant Work Experience

2 Degrees Investing Initiative

Data Management Lead 08/2021-present

- Running quality and sanity checks of data used by various research projects
- Collaborating with developers and analysts to understand data needs and requirements
- Documenting metadata of existing datasets and setting up data management best practices
- Negotiating data procurement agreements with various data vendors
- Creating Roadmaps and Strategies for data migration from folder storage to databases

Interpersonal Skills

- Team player with excellent project management skills
- Equitable and culturally sensitive work ethic
- Enthusiastic and determined learner
- Fluent in English, Bangla and Urdu, conversational in Mandarin and French

Professional Development

- Presenter at 2nd Annual Automation, Control, and Analysis of Knowledge-intensive Processes at IBM CASCON-EVOKE2021
- Recipient of the University of Toronto Student Leadership Award 2020/21
- SHIFT2020/21 Public Sector Case Competition (2nd place winner)
- Co-Host of the Toronto Data Workshop May 2020-May2021
- Volunteer at Faculty of Information Info Day October 2019-April 2021
- Volunteer at IBM CASCON 2019-2020
- Hackathon Participant
 - Hack the Valley 4 (2020)

Faculty of Information

Research Assistant

05/2020-11/2021

- Liaising with researchers in Academia and the IBM Center for Advanced Studies to solidify product vision and modelling scenarios to capture scope of market products
- Building and tuning Machine Learning pipelines to clean, analyze and cluster text documents and conduct semantic analysis
- Researching academic literature and attending various conferences on Process Mining and Natural Language Processing in search of new techniques and methods for the extraction of processes from unstructured documents

Inforum Library at the Faculty of Information

Student Assistant

09/2019-08/2020

- Formalizing standard method of categorizing loaner gadgets from the Techfund Committee for efficient record keeping
- Facilitating Information Day events with faculty and staff and informing potential students about the rich variety of programs available at the Faculty of Information
- Performing administrative tasks such as updating Inforum website, A/V troubleshooting, designing signs for outreach initiatives and assisting users with room bookings and technology loans

UTSC Department of Student Affairs

Pre-Arrival Project Lead

02/2019 – 08/2019

- Identified transitional difficulties faced by international students through 10+ focus groups, 7+ one-to-one meetings and reading scholarly articles
- Collaborating with webinar illustrator and marketing team to make changes and tweaks for optimizing the webinar experience for students
- Designed and maintained QUERCUS course page for webinar by adding students, importing external course content, creating quizzes and embedding resources.

Alternative Reading Week Program Assistant

12/2018 – 02/2019

- Partnered with community organizations through email, phone or face-to-face meetings for collaborative programming such as Community Day and Alternative Reading Week
- Directed cohort of 10+ students for Community Day Programming as main supervisor and regulated logistics such as bus schedules and lunch delivery for 8+ student staff and 50+ student volunteers for Alternative Reading Week program
- Utilized CLN to create event postings, hosted 3 student-based focus groups, collected statistics and created summary reports for program evaluation