

Neila Rashwan

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Education

M.A, Sociology	University of British Columbia	2015-2017
B.A, Honors	University of Toronto	2011-2015

Relevant Experience

Workshop Coordinator, University of Tokyo 2017-Current

- Designed interactive skills and development workshop to build networks and increase engagement, amongst graduate students at scholarly conferences.
- Projected to increase graduate attendance by 30% based on preliminary registration figures

Graduate Activities Coordinator, Department of Sociology, UBC 2015-2017

- Increased collaboration between junior researchers working at different institutions by organizing an annual research symposium, as well as social events and online resources.
- Facilitated dissemination of graduate research; engineered collaborative work between researchers resulting in 2 prospective publications.

Colloquium Facilitator, The Edgy Women Festival, Vancouver 2015

- Expanded the scale of a non-profit community art event while reducing the total cost, resulting in number of artist presentations increasing by 40% while reducing costs by 15%.
- Provided increased digital coverage of the event (live blogging, Twitter, etc) to minimize promotional cost and redistribute these funds towards cost of hosting additional artists.

Additional Experience

Research Associate, Rogers Publishing, Toronto 2015 (6 month contract)

- Researching and updating a directory of businesses and corporations purchasing advertising in Canadian media, proofing and editing updates.
- Implemented new methodology for updating process, improving accuracy of directory statistics by 45%.

Team Manager, Canadian National Exhibition Casino, Toronto Summer 2014

- Supervising staff, directing cash transactions, preparing cash deposits averaging \$800,000.
- Coaching, training, assessing and delivering results to each member of staff, working with individuals ranging from executive to organizational levels, documenting high-level financial transactions.
- Ensured that casino achieved peak revenue as most profitable component of the exhibition.

Coordinator, Canadian National Exhibition Casino, Toronto Summers 2012- 2013

- Coordinating employee training and recruitment, tracking employee specialization, maintaining employee database, ensuring that all employees received appropriate licensing.
- Created efficient, team-oriented workplace; staffed organization with confident and knowledgeable employees; increased employee retention by 50%.

Skills

Proficient with Word, Excel, Illustrator, Photoshop

Experience with social media applications, online analytics, and website creation and design

Experience with finding, synthesizing, and translating literature & research material, particularly in social science disciplines