

## **Kareem Abd-El-Aziz, BBA, MA**

490 Queen Street  
Charlottetown, PE, C1A 8R9  
902-316-0497 (c)  
[kabd@upeialum.ca](mailto:kabd@upeialum.ca)

### **KEY COMPETENCIES**

Professional, hardworking, adaptable, organized, detail oriented, strong oral and written communicator, good interpersonal skills.

### **LANGUAGE PROFICIENCIES**

Speaks and writes both English and French.

### **EMPLOYMENT EXPERIENCE**

#### **Tradesmen Helper**

##### **J.S. Refrigeration**

March 2023 – June 2023

#### ***Responsibilities:***

- Assisted senior tradesmen in a variety of ways:
  - Retrieving and maintaining tools
  - Measuring and cutting sheet metal
  - Forming sheet metal into ventilation pipe
  - Use a variety of power tools to accomplish simple tasks and save time for the tradesmen

#### **Inventory Technician**

##### **Health PEI, Queen Elizabeth Hospital, Procurement, Charlottetown, PE**

August 2021 - March 2022

#### ***Responsibilities:***

- Make large deliveries of items of varying weight to units around the hospital
- Organize a section of the storehouse
- Restock inventory shelves
- Monitor purchase orders and ensure their arrival
- Contact vendors about overdue purchase orders
- Record changes and cancellations of purchase orders in Oracle
- Ensure end-users are notified of purchase order completion
- Follow up with buyers ensuring continuation of purchase order process

**Project and Procurement Officer at MRSB, Charlottetown, PE**

October 2020 – July 2021

***Responsibilities:***

- Lead the procurement processes
- Search for bid opportunities
- Respond to bid documents, including requests for proposals, expressions of interest, terms of reference, supply arrangements and requests for standing offers
- Review evaluation criteria in bid documents and ensuring the proposed team can meet
- Work with proposed project lead to ensure methodology addresses all aspects of the Statement of Work
- Manage proposal deadlines by establishing priorities and target dates for information gathering, writing, review and approval
- Coordinating delivery of documents to ensure submission deadlines are met
- Conduct debriefing of any unsuccessful submissions

**Program Assistant at Atlantic Canada Opportunities Agency, Charlottetown, PE**

May 2020 - September 2020

***Responsibilities:***

- Data entry for financial statement analysis
- Review of client applications
- Creation of client contribution agreements

**Student Policy Analyst (Secret Clearance)**

**Innovation, Science and Economic Development Canada (ISED) Tourism Branch at 235 Queen St, Ottawa, ON**

***Federal Student Work Experience Program (FSWEP) Part Time Work Term***

July 2019 - December 2019

***Responsibilities:***

- Developed an interactive geospatial map for Canada's various tourism assets
- Helped develop Terms of Reference for Tourism Investment Groups
- Researched tourism practices of other countries to identify best practices

**Student Assistant Economic Development Officer at Atlantic Canada Opportunities Agency (ACOA) Charlottetown Office**

***Co-op Program and Federal Student Work Experience Program (FSWEP) Full Time Work Terms***

May 2016 - July 2019

***Responsibilities:***

- Worked closely with Account Managers to support the planning, development and implementation of economic development projects
- Carried out preliminary research required for project evaluations
- Completed risk reviews of clients for the purpose of monitoring
- Made telephone calls to clients in order to obtain their financial statements
- Managed outgoing correspondence with clients to aid in the monitoring process via an excel spreadsheet
- Helped several account managers conduct site visits to monitor the use of ACOA's lending by clients
- Handled sensitive and confidential information provided to ACOA by its clients

### **Space Analyst at University of Prince Edward Island, Charlottetown, PE**

#### ***Co-operative Full-Time work-term***

May - September 2015

#### ***Responsibilities:***

- Reviewed current space allocations throughout the university and conducted a physical audit, focusing on classrooms and offices:
- Recorded size, seating, audio/visual capacities of classrooms
- Compiled information and carefully sorted into an Excel spreadsheet
- Interviewed various stakeholders of the current space booking system to understand the issues and to understand how to best implement the new system
- Wrote a cumulative report for employer on the issues with the current booking process, the technical aspects of the new system and how best to implement it, and gave several recommendations on how best to adapt to the coming changes

## **EDUCATION**

**2018 – 2020**

### ***Carleton University, Ottawa, Ontario***

- Master of Arts in International Relations (International Organizations and Global Public Policy Specialization), Norman Paterson School of International Affairs

**2018 (May-June)**

### ***Université de Sainte Anne, Pointe-de-l'Église, Nova Scotia***

- Immersion totale en Français

**2014-2018**

### ***University of Prince Edward Island, Charlottetown, Prince Edward Island***

- Bachelor of Business Administration
- Minor in Political Science
- Certificate in Public Administration
- Cooperative Education Designation

## REFERENCES

Mr. Patrick Dorsey  
Vice President, Atlantic Canada Opportunities Agency  
902-368-0760  
Patrick.dorsey@canada.ca

Mr. Michael Dillon  
Director of Enterprise Development, Atlantic Canada Opportunities Agency  
902-394-1132  
michael.dillon@canada.ca

Mr. Stewart MacIntosh  
Policy Analyst, Atlantic Canada Opportunities Agency  
902-314-6349  
stewart.macintosh2@canada.ca