

ANAS EL-KHATIB

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HIGHLIGHTS OF QUALIFICATIONS

- Over 3 years of professional experience with completed post-secondary education with a specialization in Human Factors, Operations Research, and Information Engineering
- Lean Six Sigma – Green Belt qualified with an understanding of business process analysis, design and visualization techniques that includes UML, VSM, relation diagrams, affinity diagrams, and system diagrams
- C.A.D & Data Science Experience: AutoCAD, Solidworks, and Python with fluent use of NumPy, PANDAS, as well as Matplotlib libraries
- Microsoft Office: Word, Excel, Project, Access, SharePoint, Visio, Power Point, Outlook, Office 365, and MS Teams
- Ability to meet strict deadlines and work effectively under pressure while maintaining a high degree of accuracy and attention to detail
- Excellent organizational and interpersonal skills to work independently and in a team
- Hands-on service-oriented problem solving and agile project management skills
- Excellent written and verbal communication/interpersonal skills in English & Arabic-Fluent (speaking, reading, writing)

SKILLS & ACCOMPLISHMENTS

Engineering

- Audited and analyzed data to provide key stakeholders with findings and identifying data abnormalities
- Applied machine learning algorithms using MATLAB and Excel to provide appropriate process improvement measures based on findings
- Used Failures Modes Analysis audit to understand risk factors and identity which issue takes precedence
- Designed on AutoCAD to illustrate facility design solutions based on my analysis

Communication

- Presented to facility managers a visual on what the current problems are in design, and possible solutions to improve on the design
- Negotiated with facility managers on working solutions while not jeopardizing staff experience in the building
- Delivered assigned tasks to the respective team resource using Microsoft Project and updated task status accordingly

Administration

- Documented engineering analysis and validating results to submit for record keeping
- Compiled PowerPoint presentations and handouts to provide and communicate to stakeholders about the conducted studies
- Managed team meetings using Outlook and took meeting minutes to record expected deadlines and weekly tasks

PROFESSIONAL EXPERIENCE

Project Coordinator	2toLead	2019 – 2020
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- Prepared over 10 project plans on Microsoft Project and tracked their progress on SharePoint
- Managed internal resource availability to ensure projects are on track. This helped foresee challenges 2 months ahead
- Scheduled and attended meetings with client and internal team to update on weekly project tasks

Technical Advisor	Ryerson University	2017 – 2018
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- Developed and prepared scripts for workshops to teach Solidworks and AutoCAD; resulted in the a surplus of more than 200 students
- Instructed students on how to use 3D printers. This attracted over 600 students to the facility for 3D printing
- Conducted an inventory audit, and created a priority data list of items by analyzing project needs for students
- Documented on Microsoft Word and Excel a purchase order for items required on a monthly basis

HVAC Data Analyst-Capstone Project	North York General Hospital	2017 – 2018
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- Consulted a company to analyze and validate machine data specification to assess areas where energy consumption was a problem. Furthermore, SQL and R-studio was used as a data analytics tool to understand the current process
- Investigated a floor space and identified areas where ventilation was an issue, finding opportunities to decrease energy consumption, optimize occupancy comfort, as well as reduce leakage in the system
- Developed a model as a diagnostic tool to analyze trends and to optimize power consumption of an air handling unit

Design Lead – Fuselage	Ryerson Aero Design	2015 – 2017
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- Managed a team of 10 people to manufacture components to meet the deadline for the deliverables by using Microsoft Project
- Researched materials and structural designs to develop a sustainable fuselage for competitions
- Created CAD drawings of the structural designs, and simultaneously prepared design training manuals for future design leads
- Coordinated with other design leads to consult design feasibility and organized bill of materials required for purchase

VOLUNTEER

Founder & Project Manager	Run for a Cause	2012 – 2016
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- Established a city-wide run around London, attracting more than 200 members to help fundraise for different causes to different organizations
- Developed and facilitated external relations with stakeholders
- Organized charity dinners by obtaining sponsors, arranging speakers and catering

EDUCATION

Industrial Engineering (B.Eng)	Ryerson University	2014 – 2018
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Manufacturing Engineering Technologist	Fanshawe College	2011 – 2014
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