# KHALID TAHIR

khalidtahir.com I khalid.h.tahir@gmail.com  I (647) 922-5401  I  LinkedIn I GitHub

## RELEVANT EXPERIENCE

**Project Manager Intern,** Queen's University IT Services                                           **May 2024 – Sep 2025**

- Developed a fully automated operating plan management system using Microsoft Power Automate, Power BI, Microsoft Forms, and SharePoint, reducing project intake processing from 4–5 months to under 4 weeks and earning recognition from the CIO for delivering the fastest annual planning cycle in department history.
- Built custom Power BI dashboards for executives, directors, and project managers, enabling real-time tracking of 300+ projects by status, completion forecasts, and overdue items, with separate internal and external reporting views.
- Led the design and implementation of a searchable Lessons Learned Repository, replacing a static Excel-based process with a dynamic SharePoint list and automated submission flow, improving accessibility and project knowledge reuse across the department.
- Built and maintained Azure DevOps dashboards using analytics widgets, work item queries, and iteration tracking to provide leadership with real-time sprint health and delivery metrics.
- Coordinated Agile project activities for a university-wide ECRM implementation, including sprint planning, backlog refinement, RAID tracking, retrospectives, and stakeholder communications, serving as primary liaison between internal teams and external consultants.
- Performed UAT for Salesforce enhancements, including an international student applicant portal and a Salesforce Einstein chatbot, identifying and resolving issues before launch to improve user experience.

**Technical Engineer, Queen's Hyperloop Design Team**                                           **Sep 2023 – May 2024**

- Contributed to the design and testing of hyperloop braking systems, ensuring optimal performance, safety compliance, and seamless integration into the vehicle.

**Finance Director & Design Manager,** Engineering Society of Queen's University                **Apr 2023 – May 2024**

- Managed $10K budget and implemented cost-saving measures as Finance Director for the ECE Club, achieving a profitable fiscal year.

## EDUCATION

**Bachelor of Applied Science in Computer Engineering,** Queen's University                        **Sep 2021 – May 2026**

- **Specializing in Software Engineering:** Option in Artificial Intelligence & Computer Systems
- **Relevant Coursework:** Machine & Deep Learning, Artificial Intelligence, Computer Vision w/ Deep Learning, Distributed Systems, Cryptography & Network Security, Database Management Systems, Data Structures and Algorithms, Objected Oriented Programming, Digital System Engineering, Engineering & Design Practice, Mechatronics Project
- **Extracurricular Activities:** Hyperloop Design Team Technical Engineer, Queen's Rugby Varsity Club Player
- **Awards:** Queen's Excellence Scholarship

## TECHNICAL KNOWLEDGE

- **Programming:** Python, MATLAB, JavaScript C, C#, C++, Verilog, ASM, SQL
- **Frameworks:** React.JS (familiar), Tensorflow.Js (familiar), PyCharm, Power Automate, Power BI, SharePoint, Microsoft Forms, Azure DevOps (Boards, Dashboards, Queries, Analytics)
- **Tools:** Microsoft Office 365, LTspice, Git
- **Design:** SOLIDWOKRS CAD, Autodesk AutoCAD
- **Platforms:** Arduino, Windows OS, MacOS, IOS, Android
- **Languages:** English (Distinguished), Arabic (Distinguished), French (Advanced)