

Maryam Torabi Kia

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📍 Toronto, ON

Technical Skills

Data Analysis

Python, R, SQL, Mongo DB,
Tableau, Applied Machine
Learning, Neural Network Design,
Big Data ETL, VBA, Advanced
Excel, HTML/CSS/JavaScript,
WordPress

Design

Promo Creation, Corel Draw
Adobe Photoshop

Project Coordination

Project, Manual/Instruction
Creation, Tutorial Videos,
Camtasia, Meeting Arrangement,
Daily Report

Database Administration

Data Gathering, Monitoring, Data
Entry, Database maintenance,
Strategy Creation, Email Marketing,
Sage ACT

I studied Land Survey Engineering but living with an IT Man over 12 years changed my career path to new technologies. Now I have many years of experience in Database Administrative, Web Development, Graphic Designing, Mobile App Production, and newly Data Analytics. After all, I decided to focus on the Data Science field. I believe I am so lucky I could step on this long and exciting journey.

Experience

Database Admin/ Project Coordinator Top Uniforms Company

May 2017 – Present

- Monitoring the Data mining team, checking the accuracy of gathered data, Data Entry into the databases in SAGE ACT
- Import and export of schools, sport/clubs, businesses databases according to the projects in excel format and preparing for creating catalogues and mass mailing, faxing, and emailing
- Managing a team of 27 staff in Philippine and creating tasks and projects for them and tracking their jobs on the server and google drives and communicating through Skype
- Making manuals and instructions by using MS-Office, converting to PDF, and recording tutorial videos by Camtasia
- Training the new staff for all the tasks related to their positions
- Coordinating different departments through Wrike System
- Creating new promotions, Catalogues and Banners by using Corel Draw according to the Macro and the programs
- Working with the quote system and preparing quotes and invoices based on the customers' requests and making mock-ups in Corel draw
- Creating Online stores for schools and clubs using WordPress and WooCommerce
- Monitoring company's Gmail accounts and on time responding to the requests and follow up the process of the orders
- Updating current websites of the company based on updated CSV of the suppliers
- Creating Content for social media like Twitter promos
- Reporting to the manager daily and making a schedule for all the projects and monitoring the procedure
- Setting up clients' logos for cutting and preparing them by weeding

Website Administrative Artotastic Co.

Jan 2016 – May 2016

- Editing photos using Adobe Photoshop and preparing photos in compliance with WordPress
- Assisting in customizing the company's website in WordPress and entering data in WordPress

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Website Administration

Adobe Photoshop, WordPress,
Data Entry

Other Skills

Detail Oriented, Teamwork, Critical
Thinking, Leadership, Organization,
Problem-Solving, Creativity, Time
management, Integrity,
Communication, Adaptability,
Willingness to Learn, Empathy,
Hard work, Responsibility

Fun Facts

- I worked on an idea in 2013 with an amazing start-up team
- I am happy that I had a chance to be Iran Taekwondo Federation translator in Singapore when I was 19
- My best hobby is baking cake for my daughter's birthday

Graphic Designer / Research Assistant

Nasim-e Vahy – Mobile Application

Oct 2013 – May 2015

- Researching, Data Gathering and Customizing data according to the goal of the App
- Preparing content files using Photoshop for using in App's social media (Telegram, Instagram, Facebook pages)

International Affair Manager

SALIM Import and Export Company

Apr 2010 – May 2015

- Handled a range of administrative support and office management functions including managing front-desk reception and database administration, booking meetings and appointment scheduling, maintaining, and organizing staff calendar and management calendar
- Database Administrator: Data Classification, Digitizing Hardcopy Letters, Scanning, categorizing, and monitoring all incoming letters; preparing Forms and tables using Microsoft Word, Excel and Adobe Photoshop
- Coordination all communications in several environments such as Gmail, Yahoo, Outlook, etc.
- Typing Letters in a company's format and printing; Data Entry and uploading photos on the company's website

Technical Dept. Admin/ Surveying Engineer

MARAM Construction Company

August 2008 – March 2010

- Handled a range of administrative support and office management functions including managing front-desk reception and database administration, booking meetings and appointment scheduling, maintaining, and organizing staff calendar and management calendar
- Database Administrator: Data Classification, Digitizing Hardcopy Letters, Scanning, categorizing, and monitoring all incoming letters; preparing Forms and tables using Microsoft Word, Excel, and Adobe Photoshop
- Coordination all communications in several environments such as Gmail, Yahoo, Outlook, etc.
- Typing Letters in a company's format and printing
- Preparing Microsoft PowerPoint files for company's presentations
- Extracting Data and Information from Maps and AutoCAD Files
- Graphical design of business cards, catalogues, company resumes and postal

Education

Appraisal Institute of Canada (AIC), Post Graduation

Seneca College, Canada

2017- Present

Surveying and Mapping Engineering, Bachelor (BSc /BA)

SHAHID RAJAEI University, Iran

2006-2008

Cartography, Civil, Associated Degree

Faculty of Geographic Organization, Iran

2003-2005