

Committee: **University of Western Ontario Board of Governors**

Organization/Sector represented:

Name: **Ahad Al-Hakim**

Occupation: **Quality and Coordination Manager**

Work experience: **Quality and Coordination Manager Leadership and Management**

**(Current): - Strong leadership skills and guidance to the management and staff. - Handle employee relations including recruiting, screening, interviewing, evaluating and training new staff. - Develop time management and problem-solving skills to meet and exceed project deadlines. - Achieve excellent office culture by continually evaluating staff strengths to increase workplace engagement. - Plan and organize training modules and workshops to current staff and encouraged continuous learning strategies. Coordination and Customer Service (Current): - Collaborate and engage with all levels of government agencies (federal, provincial, municipal, as well as not for profit organizations) to achieve organization strategies on time and on budget. - Plan, organize and lead local and international career fairs, conferences, meetings, and workshops. - Develop excellent customer service skills when dealing with clients, partners, and collaborators to meet and exceed expectations. - Achieve excellent public relations skills when developing press releases and news articles on company achievements and partnership agreements. - Excellent report writing skills to summarize and convey project outcomes and results for grant proposals and government agencies. - Manage, plan, direct and coordinate administrative functions. Quality and Financial Management (Current): - Build new risk-based thinking when developing processes including management activities. - Manage and monitor project delivery within internal departments and stakeholders to ensure project progress and deadlines are met. - Strong financial awareness and budgeting strategies to meet objectives for internal projects, travel, and labor costs to ensure annual spending is on budget. - Introduced new processes and policies to improve communication pathways within different departments. - Perform semi-annual assessments to ensure procedures, protocols, and policies are implemented. - Prepare and document reports on work place incidents for company records. - Constant development, review, and modification of new and current procedures and policies to better improve PolyAnalytik's internal and external processes.**

Education: **Environmental Science and Chemistry BSc: Double Major Degree May 2010 – Apr. 2012 University of Western Ontario, London, ON Science Laboratory Technology Advanced Diploma Sept. 2006 – Dec. 2009 Fanshawe College, London, ON Do it Yourself Public Relations Sept 2018 Letter of Recognition Fanshawe College, London, ON PMP Certification in Progress Project Management I & II Mitacs Lead Six Sigma in Progress Yellow Belt RPM-Academy**

Skills: **As part of my career advancement and personal achievements I have set out for myself I have established great skills in leadership and management. I have great interpersonal skills in communicate and networking where I am comfortable speaking to large groups, voicing ideas and strategies that is of benefit to any body. I have abilities to think strategically and create a future financial and restructuring abilities. I also possess excellent skill managing, planning, directing and coordinating policies and enforcing positive changes.**

Interest reason: **I am certain my current qualifications will be of added benefit to serve on behalf of the Corporation of the City of London. It is my passion to work with Londoners and represent the City of London on matters that mean most to our citizens. With my critical thinking abilities and strategies, I am positive I will be of an added value to the the University of Western Ontario Board of Governors. My strength is known to be my continuous internal motivator abilities, my interpersonal and communication skills provide me with an added advantage when conveying complex information to the public. I have committed myself to build on new skills that I can add to my achievements. I have come to realize the impact we make today to the City of London will lead to greater benefits for future generations to come. As a mother, wife, and a full-time employee it is my duty to lead by example to future generations, I would like to use my strength, knowledge, and experience to join a body that I strongly believe in. As part of my current duties at PolyAnalytik Inc., I collaborate with The University of Western Ontario on many levels such as faculty members, grants, career services.**

Contributions: **I believe I can contribute in the following: 1. Focus on implement strategies**

**planned by the body. 2. Ensure actions of oneself and the body meeting body objectives and outlines. 3. Manage financial efforts and increase federal, provincial and municipal financial efforts and contributions. 4. Supports the president's vision and its Body members 5. Contribute to the University's future while considering the Corporation of the City of London and its members, communities, residents, and organizations. 6. Advise the Body on strategies led by the City of London**

**Past contributions: I am currently a member of the Immploy Leadership Council. Our mandate is to support employers in recruiting and retaining immigrant talent, bridge the gap between labor market demand and supply, strengthen sustainability and recognition as a strong employer-led Council and become a regional champion for immigrant talent in Southwestern Ontario.**

**Interpersonal: As part of my coordination role at PolyAnalytik Inc. I have built robust skills to engage in discussions and accept points of view that may agree or disagree with my current views. I have attended multiple workshops through the University of Western Ontario, Fanshawe College, and private consultants learning about Leadership skills and increase value from views of others. I collaborate with many organizations, personnel, and individuals on daily basis, I have built skills that accept, tolerates, and engages new views that benefits decisions for greater benefits. One key aspect of exchanging views is understanding firmly one self's view and increase knowledge in Emotional Intelligence and learn to respect and appreciate views that may differ. As a leader in my current organization, I can firmly state that my leadership skills have been recognized by all levels of the organization.**

**Interview interest: Yes**