

Namir Mahfoud

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Profile

- Over two years of experience in research and document preparation, organization, and formatting
- Knowledge of various library and archival resources including the Canadian Heritage Information Network and the AV Preservation Trust
- Great writing skills with an emphasis on accuracy and clarity

Education

Bachelor of Arts – History 2043
Concordia University, Montreal, QC
Dean's List: 2040 – 2041, 2042 – 2043
Grade Point Average: 3.62/4.3

Diploma of General University Studies 2040
Cadi Ayyad University, Marrakesh, Morocco
Adjusted Grade Point Average: 3.71/4.3

Computer Skills

- ProQuest
- Basic HTML and JavaScript
- ISI Web of knowledge
- SSRN
- Innovative Interfaces
- Microsoft Office: Word, PowerPoint

Language Skills

Fluent in English and Darija (Moroccan Arabic), functional French

Career-Related Experience

Research Assistant 10/2042 – 05/2043
Concordia University, Montreal, QC

- Reviewed, classified, and organized 150+ research-related articles
- Collated and bound 100+ articles and submitted all inter-library requests
- Marked 300+ student exams and provided one-on-one feedback

Researcher (internship) Summer 2042
Public History Inc., Ottawa, ON

- Conducted archival and library-based research
- Assisted in 10+ policy, writing, and analysis projects of various kinds

- Coordinated appointments with archival institutions and governmental libraries
- Performed administrative tasks such as organizing, sending, and filling out required forms

Other Work Experience

Administrative Assistant

09/2041 – 04/2042

De Fil en Aiguille, Montréal, QC

- Arranged 500+ letters, memoranda, and invoices according to the established process
- Responded to client inquiries over the phone and by e-mail and performed follow-up calls
- Arranged the catering for staff meetings and special events such as the staff Christmas party

Office Clerk

03/2040 – 01/2041

Barlow, St-Loe and Talbot, Montreal, QC

- Typed and formatted a high volume of various documents including reports and contracts
- Updated 200+ client files, prepared and sent out client reports
- Answered and redirected a high volume of calls

Volunteer Experience

Peer-helper

09/2040 – 12/2041

Sun Youth, Montreal QC

- Listened to and discussed personal issues with 20+ young men in need, keeping a compassionate and positive attitude

Caretaker

02/2038 – 05/2040

SPANNA Marrakech, Marrakesh, Morocco

- Cared for the rabbits including cleaning cages, feeding, and providing them with affection

Extracurricular Activities

Treasurer

03/2041 – 06/2043

Students of History, Concordia University, Montreal, QC

- Prepared the association's budget and submitted it to the Concordia Student Union
- Participated in the choice of services and activities for students during the year
- Organized successful fundraising events to maintain a slush fund