



Ankita Shah, BSc, Microbiology

Health & Safety Administrator

Professional Summary

Ms. Shah is the Health and Safety Administrator at Aura Health and Safety. She pursued her interest in Microbiology and obtained her undergraduate degree from the University of Victoria. Alongside, she has 5 years of experience in administration, marketing, public relations, event planning and management and budgeting. She has organized and participated in several events and conferences focusing on education, and cultural diversity. Furthermore, she has varied knowledge in multiple platforms such as Nitro Pro, Adobe Illustrator, Adobe Photoshop, Microsoft Office applications, Traktor DJ Software etc.

Employment History

- Aura Health and Safety Corporation. Health and Safety Administrator. Burnaby, BC, January 2, 2019 to present.
- Community Therapists. Office Assistant. Burnaby, BC, April 2018 to December 2018.
- University of Victoria. Administrative Assistant at the International Office. February 2014 to May 2014.

Volunteer & Leadership Experience

- University of Victoria. Talent Search Head. [UMANG UVIC Indian Students' Association] (2017-2018)
- University of Victoria. Director of Administration & Financial Affairs. National Indian Students' Society Conference Canada (NISSC) (2016-2017)
- University of Victoria. Administrative Director [UMANG UVIC Indian Students' Association] (2016-2017)
- University of Victoria. Administrative Secretary [UMANG UVIC Indian Students' Association] (2015-2016)
- University of Victoria. Exchange Student Conference Planner. International Office (2015)

Core Skills

- Project planning and management
- Project budgeting
- Marketing and public relations
- Administration
- Content creation & editing

Education

- BSc, Microbiology University of Victoria, 2017
- International Baccalaureate Diploma Program, American International School in Abu Dhabi, UAE, 2013

Professional qualifications & Certificates

- Emergency First Aid OFA Level 1
- NCCEH: Ready-to-eat Meats: Assessing Food Safety Risks

Languages

- English
- Hindi
- Gujarati
- Spanish
- Arabic