

SANJANA HAQUE

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EDUCATION

Bachelors of Cognitive Science

Carleton University

RELEVANT EXPERIENCE

Program Coordinator

Regional Geriatrics Program of Eastern Ontario

September 2023 – Present

- Lead regional geriatric education programs by managing cross-sector partnerships among long-term care homes, hospitals, and academic partners.
- Led a website full redevelopment project to enhance stakeholder access to data and digital resources.
- Responsible for vendor procurement, budgeting, and logistical coordination for 20+ hybrid and in-person education events annually.
- Lead the development of a quarterly newsletter that is shared among all regional partners in Eastern Ontario
- Track and analyze program participation, outcomes, and evaluation data to inform planning and funding.
- Support governance structures by preparing briefing notes, meeting summaries, and action trackers for executive and inter-organizational committees.
- Develop communications and knowledge-translation materials aligned with evidence-informed and person-centered care models.
- Ensure data governance and privacy compliance across reporting systems and shared digital platforms

Research Assistant

Department of Cognitive Science, Carleton University

September 2021 – July 2022

- Conducted quantitative analysis using R, Excel, and SPSS to examine behavioral trends and data sensitivity in smart-technology use.
- Applied statistical and linguistic modeling methods to identify privacy-risk perception patterns and synthesize findings into actionable insights.
- Prepared research briefs and data visualizations for academic and stakeholder review.
- Collaborated on evidence-based recommendations for ethical technology use and data-governance practices.

Community Engagement Officer

Advancement Office, Carleton University

November 2019 – June 2021

- Cultivated partnerships with alumni, community members, and donors to advance institutional engagement initiatives.
- Coordinated outreach campaigns and managed CRM data to ensure accuracy, compliance, and privacy protection.
- Supported fundraising and engagement initiatives that increased donor participation and retention rates.
- Generated campaign performance reports and presented outcomes to leadership teams to inform engagement strategy.
- Maintained data-governance compliance while overseeing donor information updates and record accuracy.

SKILLS AND CERTIFICATIONS

- Candidate for CAPM Exam, scheduled for February 2026.
- **Project & Program Coordination** – Lifecycle management, governance reporting, scheduling, and cross-functional alignment.
- **Data Analysis & Evaluation** – Quantitative analysis (Excel, SPSS, R), data visualization, program metrics, and evaluation frameworks.
- **Data Compliance** – CRM data integrity, and secure information handling.
- **Communications & Digital Systems** – WordPress/CMS management, and knowledge-sharing tools.
- **Other Technological Skills** – Microsoft 365, Adobe Suit, Trello, Asana, Salesforce, Mailchimp, Canva.