

MALEEHA KESWANI RESUME

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PROFILE

University of Toronto undergraduate with experience supporting research, communications, and stakeholder-facing initiatives in global corporate and institutional environments. Strong background in synthesizing complex information into clear written materials, briefing notes, and presentations for internal leaders, external partners, and public-facing audiences. Experience spans multinational FMCG organizations, consulting environments, and student governance, with a demonstrated interest in public affairs, institutional trust, and long-term economic and social impact.

EDUCATION

University of Toronto - Honours Bachelor of Arts (HBA) | Sep 2023 – April 2027

Double Major: Political Science & Sociology | Certificate in Business Fundamentals.

Cumulative GPA: 3.29.

Relevant Academic Focus: Research Methods (Qual & Quant) · Institutions & Regulation · Public Policy Analysis
Business Management · Organizational Decision-Making

RELEVANT EXPERIENCE

Mondelez International (MDLZ) | Marketing & Sales Operations Intern | June – Aug 2025

- Reviewed, organized, and maintained high volumes of operational records (gatepasses, factsheets, invoices, quotations, approvals) across multiple brands and markets to support accurate retrieval and audit readiness.
 - Performed data entry and validation checks on SKU codes, quantities, costings, vendor details, and delivery information; flagged discrepancies and corrected records before submission.
 - Extracted required information from emails, decks, and vendor documentation to populate standardized trackers and approval logs, ensuring completeness and traceability.
 - Applied governance and compliance requirements consistently, including approval sequencing, documentation standards, and labeling requirements for shipments and samples.
 - Supported confidential workflows involving financial data and consumer opt-in records, adhering to privacy expectations and internal controls.
 - Managed time-sensitive administrative tasks and maintained clear status updates for stakeholders to support on-time execution.
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Mars Wrigley | Digital Commerce Intern | May – July 2024

- Reviewed and validated campaign performance records across six markets, ensuring required fields and supporting documentation were complete prior to internal reporting.
 - Conducted data quality checks on platform metrics and approval documentation; resolved inconsistencies and maintained version-controlled trackers.
 - Maintained weekly reporting files and structured documentation to support project coordination, prioritization, and deadline adherence.
 - Supported compliance reviews for digital assets and content approvals under market-specific guidelines.
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Cogent Integrated Business Solutions | Senior Intern | March – June 2024

(Promoted from IT & Fintech Communications Podcast Intern)

- Organized and maintained internal documentation and records for SMB client-facing research and communications projects, improving retrieval and continuity across teams.

- Researched and translated complex topics (cloud infrastructure, fintech trends, EV adoption, startup resilience) into B2B audience-appropriate insights.
 - Extracted key details from technical and business records to produce clear summaries and reference materials for internal stakeholders.
 - Developed and implemented standardized operating procedures for onboarding and internal workflows, improving documentation consistency and reducing processing time by ~25%.
 - Led coordination meetings, tracked deliverables, maintained project documentation, and supported project leads with administrative coordination and follow-through.
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Fable Social | Growth & Engagement Intern | Oct 2024 – March 2025

- Supported communications and engagement initiatives for an early-stage, university-based social platform.
 - Updated records, tracked outcomes, and supported administrative coordination for outreach initiatives and events to support community participation.
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RESEARCH EXPERIENCE

Columbia University MOSIAC Research Project | Research Team Lead | April 2022

- Conducted interdisciplinary research on education systems, social inclusion, and public policy.
 - Collaborated with researchers from Teachers College, Columbia University, and New York-based creatives to examine “othering” and exclusion among adolescents.
 - Co-authored and presented a research briefing on the social and pedagogical impacts of exclusion for institutional and policy-focused audiences.
 - Extracted and synthesized information from qualitative interviews and observational data.
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LEADERSHIP & GOVERNANCE (SELECTED)

Woodsworth College Students Association | International Students Director, Policy Committee | Nov 2024 – Present

- Elected representative serving over 1,000 international students within a formal governance and policy framework.
 - Conduct stakeholder research and needs assessments to inform programming, funding priorities, and communications.
 - Prepare briefing materials, proposals, and written updates for student leaders and institutional partners.
 - Worked with university stakeholders, including the Dean of Students Office and Centre for International Experience, to design programs and targeted communications initiatives under regulatory and operational constraints.
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SKILLS

- **Skills:** Records Management, Market Research, Data Entry, Internal Filing Management, International Policy Cooperation, Information Extraction, Documentation, Standard Operating Procedure Development, Communication, Time Management, Initiative, Cross-Functional Collaboration,
- **Tools:** Microsoft Excel (trackers, data validation), Microsoft PowerPoint, R Studio