

Aparna Vijayan

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SUMMARY

Versatile professional excellent in research and numeracy, high learning and organizing capacity and proven ability to meet deadlines in on-site and virtual settings. Supportive team player, efficiently performing in multicultural environment.

SKILLS

Reporting and research skills
Communication skills
Time management skills

MS Office Suit, MS Outlook, MS Teams, Zoom
Asana, Qualtrics, C, C++
Malayalam, Hindi

WORK EXPERIENCE

Research Program Coordinator

Feb 2026 - Present

Department of Civil Engineering, University of Calgary, Calgary, Alberta

- Advise principal investigators, program managers, staff, and students on university policies, funding agency regulations, and research administration processes.
- Manage research grants and project accounts by monitoring budgets, expenditures, project balances, end dates, and compliance with university and sponsor requirements.
- Coordinate the establishment of research accounts and projects, collaborating with Research Accounting to ensure accurate account setup, funding, and financial reporting.
- Serve as a liaison between researchers, university departments, funding agencies, industry partners, and government organizations to support collaborative research initiatives.
- Monitor research accounts to identify financial risks, ensure compliance, and recommend proactive solutions for expiring or overspent projects.
- Prepare and review financial transactions, including budget summaries, journal vouchers, travel and expense claims, purchase requisitions, invoices, honoraria, and accounts receivable.
- Collaborate with Legal Services to facilitate the development and administration of research agreements and contracts.
- Support the administration of research personnel by coordinating appointments, contract extensions, and related HR processes.
- Organize and coordinate research seminars, workshops, meetings, and special events.

- Procure research equipment, materials, and supplies in accordance with university procurement policies.
- Partner with Research Accounting to support year-end reconciliations, project closeouts, overhead distributions, and financial reporting.
- Provide financial forecasting and budget guidance to principal investigators to support effective planning and stewardship of research funds.

Research Project Financial Coordinator

May 2023 – Feb 2026

Faculty of Social Work, University of Calgary, Calgary, Alberta

- Process employee and non-employee expense reimbursements, create and manage requisitions in PeopleSoft, process billings, quotes and invoices
- Review expenses to ensure compliance with the University guidelines and obtain proper approvals
- Complete research assistant hiring forms and submit to the appropriate personnel for entry in the system
- Complete appropriate student scholarship award payment forms based on information provided by the Research Chair to the appropriate personnel for entry in the system
- Prepare and provide accurate financial reports to granting agencies as well as proposed budgets for funding applications.
- Provide assistance to the PI and research team to resolve financial issues, to monitor the accounts and recommend and make changes as approved by the PI
- Conduct a thorough analysis and review of transactional data to support accurate and up-to-date financial records

Administrative Assistant

Sep 2022 – Aug 2025

Faculty of Arts, University of Calgary, Calgary, Alberta

- Providing administrative support to the Indigenous Maternal Child Wellness (IMCW) team
- Managed strategic calendar for the Principal Investigator, ensuring seamless coordination of meetings and events, which improved overall efficiency.
- Assisting with financial requisitions like reconciling credit cards, processing payments (honorarium, reimbursements, cash advance etc.)
- Managing the administration and organization of all team and/or stakeholder meetings
- Experience in building strong professional relationships and managing confidential information with discretion
- General office duties include but are not limited to answering telephone, dealing with enquires, shredding, service requests, order supplies, sort mail, cash deposits, room bookings and other tasks as required

Administrative Assistant, Internship**Jun 2022 – Sep 2022**

Faculty of Social Work, University of Calgary, Calgary, AB

- Providing administrative support for varying level of staff and faculty and assigning tasks with the project management software Asana
- Researching, compiling, and updating findings in MS Teams/SharePoint/Google Docs shared folder using Google search Reviewing and updating scripts for online learning modules, assisting with online modules development utilizing Articulate 360 software
- Managing calendars by scheduling group meetings, creating, and updating events, booking appointments
- Creating reports, documents and timesheets in MS Office Suite; scanning, photocopying, filing, and preparing digital documents

Immigration and Maternity Break**Mar 2017 – May 2019****Laboratory and Research Internship****Jun 2012 – Mar 2017**

Kannur University, Kerala, India

- Carried out 50+ experiments with accuracy and observation, collected information, recorded readings, analysed the results and reported weekly
- Researched on 'Uncertainty and Covariance of EPR-like states', according to the guidance provided, using library and online resources
- Programmed using computer programming languages like C and C++ to solve physics related problems and mathematical calculations
- Assisted up to 14 colleagues in conducting experiments in the laboratory setting
- Prepared project reports and presentations quarterly using MS Word and PowerPoint

EDUCATION**Master of Science****2018**

Kannur University, Kerala, India

Bachelor of Science**2015**

Kannur University, Kerala, India

TRAINING

Job Ready Employment Skills Program**Apr 2022 – Sep 2022**

Calgary Immigrant Women's Association, Calgary, AB

Certificate of Training in Machine Language**2020**

Internshala Online Trainings, India

ADDITIONAL INFORMATION**Help Desk Volunteer****Sep 2015 – Oct 2015**

Govt. Brennen College, Kerala, India

- Conducted meetings as a part of a team to support election campaign
- Greeted and assisted students and teachers to their respective voting rooms on the election day
- Arranged water, food, and other office supplies for the election officers on duty