James Millar Mejino

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Montréal, QC

Highlight of Qualifications

Transit-passionate urban planning professional with 5+ years experience in cross-functional project coordination and partner-facing communication. Experienced in translating complex technical realities for non-technical audiences including teaching data science to university students and conducting QA testing for the ARTM's transit mobile application. Proven ability to manage multi-stakeholder pipelines, maintain rigorous documentation, and follow through on deliverables with zero regulatory findings across a four-year tenure. Familiar with transit networks, agencies, and mobility ecosystems across North America, Europe, and Asia. Bilingual English/French (B2), with ongoing language development. Proud Montrealer and daily STM rider.

Skills

GIS & Spatial Tools: ArcGIS Pro, ArcMap, QGIS, FME, ArcPy, land use mapping, transit access modelling
Programming & Data: Python (ArcPy, Plotly), R (ggplot2, geopandas), git, SQL, workflow automation
Design: Cartography, graphic design, web design (HTML, CSS, JS), data visualization, layout production
Project Management: MS Office, Google Workspace, Agile, process improvement, regulatory compliance
Soft skills: Client reporting, stakeholder engagement, effective communication, collaboration, critical thinking

Experience

Project Management and Administration:

- Authored documentation for over 20 projects, procedures, and policies, building an institutional knowledge base used for strategic planning, onboarding, and compliance reference.
- Identified inefficiencies and implemented process improvements across administrative workflows, reducing miscommunication and manual effort, and standardizing procedures across 5 departments.
- Conducted annual compliance reviews against provincial and university policies, ensuring all departments had 0 regulatory findings across a 4-year tenure.
- Oversaw annual operating budget as well as budgets for over 20 events for a small non-profit, processing all transactions and logging expenses across a 5-year period with 0 budget overruns.
- Planned and executed 20+ open houses, conferences, and other events over a 4-year period, ensuring high engagement while avoiding budget overruns, safety incidents, and regulatory findings.

Programming and Data:

- Maintained and reconciled a multi-year client database of 1,000+ records, achieving data accuracy and completeness through systematic quality-control audits.
- Executed structured test plans for a public transit mobile application, identified and documented bugs, and suggested UX improvements to developers to ensure the product meets quality assurance standards pre-launch.
- Delivered hybrid lectures in data science with RStudio to a class of 20+ university students, improving comprehension of data analysis methods and proficiency in quantitative applications.

GIS and Spatial Analysis:

- Modelled transit access expansion for Calgary's planned Green Line LRT using ArcGIS Network Analyst plugin, producing service-area maps that quantify potential ridership catchment improvements for city planners.

- Produced a multi-panel R data visualization of Vancouver's spring 2025 cherry blossom season using tidyverse, dplyr, ggplot2, and patchwork, segmented by neighbourhood and cultivar to support urban forestry analysis.
- Engineered a Python script using ArcPy, geopandas, shapely, and matplotlib that automates search-area creation, spatial selection, area calculation, and CSV export, reducing a manual GIS workflow to a single script execution.

Design and Web:

- Directed set, costume, and graphic design for an independent short film, delivering it on schedule.
- Designed more than 200 social media posts and newsletter campaigns, growing a new business account to over 3,500 followers over a 4-year period.
- Supported the procurement, development, and rollout of a redesigned departmental website, reducing resolution time as well as improving information and service accessibility for staff and stakeholders.

Work History

Teaching Assistant 2025
Computer Science Data Institute Montreal, QC

Finance Coordinator 2019-2025
Pan Asian Collective Montreal, QC

Art Director 2024
Hitting the Noodles dir. Shelly Bahng Montreal, QC

Project Coordinator 2022-2024
McGill University Montreal, QC

Service Coordinator 2020-2022
McGill University Montreal, QC

Website Coordinator 2022
McGill University Montreal, QC

Education Coordinator 2017-2022
Union for Gender Empowerment Montreal, QC

Mobile Application Tester 2021
Autorité Régionale de Transport Metropolitain Montreal, QC

Information Officer 2021
Elections Canada Montreal, QC

Education

Certificate Coursera
Google Data Analytics 2025-Present

Certificate Coursera
Agile Project Management 2025

Bachelor of Arts McGill University
Geography (Urban Studies) 2022