**Your Name Here**

123 Address Drive 🞄 Toronto, ON 🞄 M1N 1N4

416-101-1010 🞄 youremail@yahoo.com

OBJECTIVE

* Seeking summer employment as an architectural Intern / student

PROFILE

* B.Arch. candidate with 5+ years of AutoCAD and residential architectural experience
* Excellent verbal and written communication skills used to relay design ideas to clients
* Proactive team player effective at managing time to meet numerous permit, academic project, and architectural competition deadlines
* Demonstrated strong Interpersonal skills by answering questions and resolving customer concerns through e-mail, over the phone, and face-to-face interactions
* Proven ability to work in a fast paced environment handling high volume inbound / outbound calls in conjunction with analyzing the customer's situation and recording information

TECHNICAL SKILLS

|  |  |
| --- | --- |
| * AutoCAD 2014
 | * Revit Architecture 2014
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| * Rhinoceros 4.0 + V-Ray
 | * Microsoft Word / Excel / PowerPoint
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| * Photoshop / Illustrator / InDesign CS6
 | * 2006 Building Code
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EDUCATION

**Bachelor of Architectural Science** |123 University, *Toronto, ON* Expected June 2016

**Architecture Certificate Program** |123 University, *Toronto, ON* Dec. 2010

**Mechanical Engineering Technology – Design** |Your College, *Toronto, ON* Apr. 2003

WORK EXPERIENCE

**Designer and Technical Support,** Head of Design / Engineering Dept. Mar. 2006 – Aug. 2011

ABC Materials Ltd., *Ajax, ON*

* Acted as residential building code expert and provided product technical support to clients
* Served as a liaison maintaining strong customer relations between 64 clients, 5 major engineering firms, and building departments across Ontario
* Completed over 300 working drawings using AutoCAD
* Specified building materials as per site conditions with respect to the client / homeowner’s requests
* Designed and 3D modeled new components for the structural aluminum railing product line

***Key Contributions:***

* Addressed the need to minimize time spent daily on repetitive drawing details and design calculations with AutoCAD blocks and Excel spreadsheets respectively

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WORK EXPERIENCE CONTINUED

**Account Resolution Specialist** Aug. 2005 – Sept. 2006

XYZ Financial Canada Inc. (National Collection Centre), *Concord, ON*

**CAD / Graphics Technician,** Engineering Dept.Sept. 2005 – Mar. 2006

1234 Energy Business Services (Centre of Research and Technology), *Markham, ON*

* Collaborated with colleagues to layout networks of Integrated Building Automation Systems and HVAC Systems to be implemented into institutional and commercial projects, using Microsoft Visio

**Intermediate Clerk**  July 1998 – Aug. 2005

Bank, *Scarborough, ON*

* Supported several positions and guided new colleagues due to being versed in the File Management, Document Verification, and Processing departments
* Multi-tasked and prioritized workloads to and from Ontario branches on a daily basis

***Key Contributions:***

* Earned the President’s Award for outstanding commitment of quality and contributions to clients, colleagues, and the organization
* Meticulous attention to detail and error free processing attributed to overall performance

**Rides Mechanical Technician** Apr. 2004 – Dec. 2004

Ontario’s Wonderland, *Vaughan, ON*

* Completed quality assurance checks along with troubleshooting and minor maintenance to keep rides operable and satisfy safety regulations

**Lube / Tire Service Technician** Oct. 1998 – Apr. 2004

Paddy Car Dealership, *Scarborough, ON*

PROFESSIONAL DEVELOPMENT

**Building Code Qualified Designer** June 2006 – Present

Ministry of Municipal Affairs and Housing, *Toronto, ON*

**Digital Imaging Course (Photoshop)** | ABC College, *Oshawa, ON* Apr. 2011

**BIM Integration Workshop** | Auto train Canada, *Ottawa, ON* June 2009

**Building Code Detailed Technical Training Courses** May 2006

Ontario Building Code, *Woodbridge, ON*

**General Legal / Process for Designers Course** Apr. 2006

ABC Society of Professional Engineers, *Toronto, ON*

ADDITIONAL EXPERIENCE

**Toast mastersIII – Associate Role** |123 University, *Toronto, ON*May 2013 – Present

**Drama Course (Improv)** | High School, *Toronto, ON* May 2011

**Personal Brand Strategies Workshop** |High School, *Toronto, ON* Feb. 2011

**Public Speaking Course** | High School, *Toronto, ON* Dec. 2010

**Introduction to Financial Markets Course** | Montréal ExchangeII, *Toronto, ON* Dec. 2006