

Mark Anderson

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Computer Skills

- AutoCad
- Revit
- 3Ds Max
- SketchUp
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Adobe Photoshop
- Adobe InDesign
- Adobe Dreamweaver
- Project Libre
- Mozilla Firefox
- Google Chrome

Technical Skills

- Manual Drafting
- Detailing Conventions
- Ontario Building Code
- Building Material Knowledge
- Building Systems Knowledge
- Project Management
- Specification Writing
- Estimation

Communication Skills

- Work well in groups
- Can give or take direction, quickly and efficiently
- Able to simplify ideas and instructions
- Able to explain complex ideas in simpler fashion

Leadership Skills

- Have held leadership positions in previous employment
- Able to listen to suggestions
- Able to give direction

Employment Objective

I am seeking to find a position where I can seek to utilize and expand my skillset to generate the highest quality work possible. My natural curiosity guides me to discover new facets of the industry I hadn't previously known. My ideal position is one where ideas flow freely and colleagues can collaborate on projects.

Education

ARCHITECTURAL TECHNOLOGY CO-OP SHERIDAN COLLEGE 2013-2016

- Current grade point average: 4.00
- Awarded the Dean's Prize for Architectural Technology for my third semester
- Learned design, building code, estimation, specification writing, building systems and materials.

Experience

PURCHASING ESTIMATOR CO-OP MATTAMY HOMES, Jan.-Apr & Aug.-Dec. 2015

- Performed various material take-offs for finishing materials
- Went on site visits to spot-check lumber counts
- Assisted in creating, maintaining and updating excel spreadsheets for customer options
- Created a lighting catalogue for customer options

ARCHITECTURAL DESIGN CO-OP BRABO CONSTRUCTION & RENO, Jun.-Aug. 2014

- Responsible for all in-house design work
- AutoCAD and manual drafting
- Analyzing drawings to submit for permit
- Materials research
- Dealing with contractors
- Dealing with customers
- Site visits to measure for renovations and assist on-site conditions

1
AZ01
GROUND FLOOR PLAN
SCALE 1:150