

Jeanny Boquila

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OBJECTIVE

Seeking a full-time position in a growth oriented company where I can gain skills and experience to start my career in the field of Architectural Technology.

EDUCATION

2012-2015 **Architectural Technology**, Sheridan College, (Davis Campus)Brampton
2005-2009 **High School Graduate**, St. Joseph's College Secondary School

PERSONAL SKILLS

- Management and organizational Skills
 - Customer service oriented
 - Strong sense of responsibility and prioritize tasks
 - Multi-tasking and problem solving
 - Able to work independently or in a team
 - Bilingual: English and Tagalog (Filipino)
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SOFTWARE SKILLS

- Proficient with AutoCAD 2012-2015
 - Revit 2013-15
 - Microsoft Office
 - Knowledgeable with Ontario Building Code 2012
 - 3Ds Max Autodesk
 - Workplace Hazardous Material Information System (WHMIS) Certified
 - Adobe Photoshop, Premiere, Dreamweaver
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WORK EXPERIENCE

- Oct-2014 – Dec 2014 *Renovation Project in Scarborough*
Scope of work was to design schematic drawings for bungalow house.
- Modern style
 - Open concept interior design layout
 - Additional rooms
- 2010 - Present *Server, Cora's Breakfast & Lunch*
- In charge of customer service of the restaurant. Providing excellent customer services, knowledge with orders and modifications
 - Very fast pace, high-volume and high turn-over environment
- 2010-2011 *Cashier, Shopper's Drug mart*
- In charge of front of the house, cashing out customer's items
 - Maintaining clean environment and organizing products also, replenishing stocks

Reference available upon request