

# Frank Brence

5 Card Street  
Ajax, ON L1T 3V1  
416-573-5570  
brence@sheridanc.on.ca

---

## OBJECTIVE

---

An Architectural position, where my skills in CAD and Project Management can contribute to the company and continue to develop.

---

## SKILLS AND QUALIFICATIONS

---

- Advanced knowledge of all MS Office applications (Office, Project, Outlook, etc.)
- Knowledgeable in Project Management techniques and methods
- Proficient in using AutoCAD 2013, Revit 2013, 3Ds MAX, and Google SketchUp
- Strong construction knowledge and experience with estimating, project coordination and management
- Able to interpret and understand blueprints and working drawings
- Knowledgeable in the Ontario Building Code (Parts 3,9, &11)
- Able to multitask and prioritize duties, while meeting all deadlines
- Excellent verbal and written communication skills
- Have delivered presentations to many large audiences

---

## EDUCATION

---

**Architectural Technology (Co-op)** Jan 2011 - Present  
*Sheridan Institute of Technology & Advanced Learning* (Graduating Aug 2013)

- Cumulative GPA: 3.92 out of 4.0
- Courses Included:  
Project Management 1 & 2, Estimating, Building Systems 1 & 2, Business Information Modelling

**Automotive Engineering** Sept 2006 - Apr 2009  
*University of Ontario Institute of Technology*

- Completed Year Two of a five year program

---

## EXPERIENCE

---

**Assistant Project Manager (Co-op)** Jan 2012 - Apr 2012  
*Arbor Memorial Inc., Toronto, ON* Sept 2012 - Dec 2012

- Developed cost sheets for inventory projects (niche structures and buildings), as well as funeral homes.
- Coordinated with clients to ensure all project deliverables were provided on time.
- Analyzed estimates and submitted tenders looking for errors and/or omissions.
- Provided status updates via meetings and through communication with all parties involved in the project.

# Frank Brence

416-573-5570  
brence@sheridanc.on.ca

---

## **Assembly Line Supervisor**

Jun 2009 - Nov 2010

*MeadWestvaco, Ajax, ON*

- Collaborated with Floor Managers and co-workers to keep shop running smoothly
- Ensured assembly line workers were taught proper health & safety training
- Delegated duties to assembly line workers

## **Administrative Assistant**

Oct 2007 - May 2009

*Outer-Net Technology, Pickering, ON*

- Monitored and managed websites for clients
- Constructed web and mail based servers using Microsoft and Linux based software
- Identified and fixed issues on client's websites

## **ACTIVITIES**

---

- Participating in Grassroots Motorsports, Motorsport Racing, etc.
- Frequently engaged in competitive sports (mostly baseball and volleyball)
- Enjoying the Great Outdoors

## **CAREER PORTFOLIO AND REFERENCES**

---

Available upon Request