

# **HINA SALEEM CHUGHTAI'S RESUME**

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## **Technical Skills**

- Proficiency in AutoCAD, AutoCAD 3D, Revit, Studio 3ds Max, Photoshop, Dreamweaver, Accpac, Microsoft (Word, Excel, PowerPoint, Outlook, Publisher),
- Competent in reading and interpreting commercial and residential drawings
- Complete understanding of commercial and residential Ontario Building Code
- Core comprehension of developing details using technical knowledge of materials and detailing principles
- Detailing knowledge of construction documents and procedures
- Strong understanding of building materials and building systems

## **Education**

- Sheridan Institute of Technology and Advanced Learning
  - Architectural Technology Co-op Program (3 years) (2009 – 2012)
- Sir John A. Macdonald Secondary School
  - Ontario High School Diploma with Honours (2004 – 2008)

## **Related Work Experience**

- City of Kitchener, Communitech Hub, Christie Digital (Sep – Dec 2011)
  - Responsibilities
    - Worked on a collaborative start up project between the City of Kitchener, Communitech Hub, and Christie Digital, known as Digital 3D Kitchener
    - Researched multiple ways of creating digital 3D city models
    - Compiled research into PowerPoint Presentation and presented
    - Worked with multiple professionals from the City of Kitchener, Communitech Hub, and Christy Digital
- Service Plus Aquatics (Jan – May 2011)
  - Responsibilities:
    - Editing shop drawings and details using AutoCAD
    - Preparing close out documents
    - Material sourcing, ordering and tracking
    - Coordinating with sub-trades and site project leaders

## **Awards**

- Senior Social Science History Award (2008)
- Department Award in Technology Level 3 (2006)
- Department Award in Art Illustration (2007)
- Department Award in Visual Art Level 3 (2007)
- Most Valuable Player (Female) for Cross Country (2006)

## **References**

- Available Upon Request