

## CANDICE GANSWICH

1467 Goldmar Drive  
416-836-7492

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### OBJECTIVE

To attain a position in which I can utilize my Architecture education, and expand my knowledge and experiences with ambition to move up within the company.

### SKILLS & QUALIFICATIONS

- Experienced in creating 2D and 3D architectural drawings in AutoCAD 2011, 2012, 2013 and 2014
- Proficient in Google Sketch Up and 3DS Max
- Capable of producing freehand drawings and details
- Able to read blue prints
- Experience in following the Ontario Building code rules and regulations
- Works effectively independently and in groups
- Strong verbal and written skills
- Proficient in Microsoft Word, Excel, Outlook and Project
- Outgoing personality, recognized by customers and co-workers
- Very ambitious young individual
- Great time management, problem solving and project management skills

### EDUCATION

#### Architectural Technology, Sheridan College

August 2014

- Obtained 3.04 GPA in 2<sup>nd</sup> year
- Active member of the Architecture Club
- Leader of organizing annual graduation show
- Organize and run fundraisers for the Club

### EXPERIENCE

#### Drafter, Self Employed - Contracted with Williams Residential Design

April 2013 - Present

- Meet with Clients and Architect to go over the design at different stages throughout the design process
- Transfer the Architect's designs from hand drawn sketches to AutoCAD
- Submit drawings to the City for Site Plan Approval
- After client approval, implement the Ontario Building Code to create working drawings
- Go on site to renovation projects, take measurements and transfer into AutoCAD
- Visit site during construction process to ensure building is being built as per drawings

#### Receptionist, Re/Max Performance

April 2013 - Present

- Professionally greet all clients and sales representatives to the office
- Maintain strong working relationship with fellow co-workers by delegating tasks among the team
- Prepare legal paperwork such as offers of sale and lease, amendments and waivers using 'EasyOffer'
- Carry out administrative duties including booking and confirming appointments, relaying messages to sales

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representatives and ensuring the needs of all in house agents and clients are met

- List new properties with a strong eye for detail and coordinate open houses by maintaining communication between the seller and the agent
- Utilize Quick Office Commander, EasyOffer, Toronto Real Estate Board and Multiple Listing Service, ensuring all policies are met

### Shift Supervisor, Mr. Greek Express

July 2008 - April 2014

- Committed to ensuring the highest level of customer service
- Take orders and payment from patrons
- Present menu options and make recommendations upon request
- Serve food/beverages to patrons
- Clean tables and counters after patrons have finished dining
- Perform food preparation duties
- Stock service areas with supplies

### Receptionist, Sutton Group Signature

Feb. 2013-April 2013

- Answered phone calls in a formal manner relaying messages to appropriate parties
- Booked and confirmed showing appointments, offers and open houses
- Listed properties on MLS abiding by rules and regulations set out by Toronto Real Estate Board
- Assisted in house agents and ensured the needs of all clients were met in a timely fashion
- Maintained clean working environment ensuring reception area was clean and inviting to all visitors of the office