

LAIKA JACINTO

PROFILE



Address

5927 Delle Donne Dr.
Mississauga, ON L5M 7A2



Mobile

(647) 858 – 2473



Email

jacinto.laika@gmail.com

QUALIFICATIONS

- Excellent communication skills both written and oral
- Capable of working independently or in a team environment
- Detail oriented and goal driven
- Excellent software operation skills such as AutoCad, Revit, Word, Excel and Lumion
- Great time management skills

EDUCATION

Architectural Technology Program

Sheridan College, Brampton

3D Animation (Dual Credit Course)

Humber College, Toronto

Ontario Secondary School Diploma

St. Joan of Arc, Mississauga

WORK EXPERIENCE

Architectural Coordinator (Co-op)

St. Michaels's Hospital, Toronto ON (Jan-May 2017)

- Acted as a liaison between internal clients and external contractors
- Maintained an inventory of existing furniture for re-application, and assisted staff with ordering furniture
- Updated records and drawings, gathered project scope of work, prepared quotes for various items and services, prepared Purchase Requisition Forms, and monitored overall project completion
- Assisted with moves by creating floorplans with furniture layout options

Architectural Co-op Student

Designable Environments, Mississauga ON

- Planning and performing accessibility building audits
- Preparation of audit reports
- Preparation of CAD drawings
- Assisting with the development of accessibility standards
- Office-related activities

Cad Technician

Sheridan College, Brampton ON

- Maintained and categorized assets and inventory
- Ensured the correct operation of over 150 design workstations
- Supervised and oversaw day to day operation of the cad labs
- Customer and Sales
- The Dry Cleaning, Mississauga ON
- Handled customers and cashier register

Teacher's Assistant (Co-op Position)

St. Faustina Elementary School, Mississauga ON