

ELYSE KING

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A creatively minded student who enjoys working with others including staff and clients as well as contributing to a positive environment. Looking for an opportunity to further develop skills acquired in the Architectural Technology Program at Sheridan College.

SKILLS

- ❖ Knowledge of drawing conventions and techniques in AutoCAD software, Revit, Microsoft Word, SketchUp, Excel and Adobe Products (Photoshop, Illustrator, Premiere)
- ❖ Workbook software: timesheets, pricing quotes and project scheduling/ tracking
- ❖ Working knowledge of Ontario Building Code and Fire Code
- ❖ Preparation of tender documents
- ❖ Problem solving both in written and in oral communication
- ❖ 3D work from massing models to rendered images
- ❖ Project Management
- ❖ Creating construction and presentation drawings to professional drafting standards
- ❖ Produce residential and commercial drawings to industry standards
- ❖ Drawing management, file organization and storage

EDUCATION

- ❖ Sheridan College - **Architectural Technology Co-op Program** 3rd Year
- ❖ Mayfield Secondary School (Regional Arts Program) - Ontario Secondary School Diploma

WORK EXPERIENCE

- ❖ **Sheridan College – Facilities Projects Department – Co-op/ Part-time:**
Dec 2013-Current
 - Managed projects in all three campuses, ranging in size (\$10,000 to \$95,000)
 - Involved in projects from start to finish including assessing current conditions, identifying client's needs, concept plans, coordination, execution and commissioning
 - Prepared RFQ's, RFP's, change directives and bid selection
 - Explored and expanded creative thinking through innovative design and problem solving
 - Created detailed schedules for large projects
- ❖ **Leber Rubes (LRI) Fire Protection & Building Code Engineering - Co-op:**
May 2013-Aug 2013
 - Assisted with project management, client report writing, business development, communicated directly with clients and assisted with AutoCAD work
 - Conducted customer site visits to determine compliance with the code as well as fire drill observation

- ❖ **Foodland: Deli**
Aug 2010- current
 - Served and assisted customers, creating a positive experience for them
 - Responsible for opening and closing

- ❖ **City of Brampton: Special Needs Department – Part- Time Programmer**
Feb 2012- Jan 2014
 - ❖ Assisted participants to work and play with other campers
 - ❖ Encouraged participants and their parents in having a great experience
 - ❖ Learned many different qualities such as patience, teamwork, problem solving and good communication

VOLUNTEER WORK

- ❖ **Co-Curricular Recognition: Residential Renovation**
 - Coordinated and designed a renovation set of drawings for a residential house in the GTA
 - Met with client and followed their requirements for the design

- ❖ **Brampton Volleyball: Assistant**
 - Assisted with coaching and motivating the Peel Selects 13U team and in the Brampton Spikes program

- ❖ **Bramalea Bullets Track Team: Assistant**
 - Assisted at many track meets, helping with different activities such as setting up and clean up, handing out medals, and recording times and scores

References Available upon Request