

Objective

To work full-time as an Architectural Technologist.

Highlight of Qualifications

- Associate Member of OACETT
- Proficient in AutoCAD 2011/12/13, SAP2000, 3ds Max, Photoshop, MS Office Suite, & MS Project
- Experienced in site inspections, reading technical drawings & designing site plans.
- Many years of experience in office management, supervision, & team work settings.
- Well versed with the Ontario Building Code & the Health & Safety Act
- Home Renovations, completely renovated three houses
- Bilingual (English & Polish)

Professional Experience

Permit Technician (Building Department) Mississauga May 2012 – Sept 2012

- Responsible for accepting, evaluating, issuing new building permit applications.
- Cursory review of drawings & proper & timely processing of applications.
- Advising customers on By-Laws & zoning information.

Assistant Technician- Permits Department, Brampton Apr 2011 – Sept 2011

- Followed up on permits issued for Public Utility Contract Committee (PUCC)
- Oversaw city infrastructure installation drive-way widening & pool installations.
- Communicated with the public, contractors, city inspectors, & Peel region inspectors.
- Wrote inspection reports, & performed mark-out tasks.

Handyman/Renovator, Marek Rzyj Contracting 2005 – 2010

- Responsible for all facets of the business: Estimating & selling projects, managing timelines & completing projects, book keeping, supervising a crew
- Ensured Quality workmanship at all times
- Jobs included all aspects of home renovation & repairs, such as full kitchen & bathroom renovations, basement finishing, & landscaping.

Inventory Coordinator/Data Supervisor, A&P Canada 1999 –2008

- Oversaw receiving, inventory control & shipping.
- Supervised the unionized employees to complete inventory tasks.
- Coordinated order shipment with stores, clients, & the transportation company.

Marek Rzyj

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Education

Architectural Technology, Advanced Diploma 2010 – Apr 2013
Sheridan College
Brampton, Ontario

Ontario Secondary School Diploma 1993 – 1997
Father Michael Goetz Secondary School
Dufferin-Peel Catholic School Board

Interests & Hobbies

- Renovations/Construction
- Carpentry - Hand built several pieces of furniture
- Model building
- Photography

References and Portfolio available upon request -