

Alexander Willetts
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PERSONAL HIGHLIGHTS & QUALIFICATIONS

- Creative, innovative, and a fast learner
- Knowledgeable in residential construction techniques and management
- Experienced in a variety of technology programs
 - AutoCAD, Revit, 3DS Max, Geo work space, Adobe
 - Microsoft Excel, Word, PowerPoint
 - Online servers; Blackboard, Slate, Dropbox
 - Design programs; Sketchup, Solid Edge, LDraw, Photoshop
- Hardworking, dependable, highly motivated, and eager to learn
- Strong attention to detail

EDUCATION

Architectural Technology Adv. Diploma **Sheridan College** Jan 2013-Present

- Co-operative education stream (860 hours completed to date)
- 3.61 GPA- Honour roll
- Building information modeling
- Completed various design projects from conceptualization to working drawings
- Detailing & structural design
- Project management (design)
- Co-Curricular Project – Residential renovation

Construction Project Mgmt Certificate **George Brown College** Jan 2012-Apr 2015

- Completed Courses in:
 - Planning & Scheduling, Project Management (construction), Estimating, Administration, Cost Control, Cost Planning, & Residential Building Code.
- Preparation of contract documents and specs in addition to project administration tasks
- 78% Average

Construction Techniques Certificate **Niagara College** September 2011-April 2012

- Graduated With Honours (83%)
- Proficiency in Building Construction, Interior Finishes & Estimating

Ontario Secondary School Diploma **Bramalea Secondary School** June 2011

- Graduated with Honours (86%)
- Design Technology Award (2010)

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WORK EXPERIENCE

Co-Op Infrastructure Planning Assistant **City of Brampton** Sept – Dec 2014

- Producing and updating winter road and sidewalk/walkway maintenance maps
- Investigating, reviewing, and verifying data pertaining to winter maps
- Finalising and plotting large scale maps, adhering City of Brampton's quality standards
- Assisting office employees in various tasks pertaining to road maintenance

Co-Op Project Coordinator **EllisDon** Jan – May 2014

- Ensuring quality control and quality assurance
- Logging and distributing information to corresponding trade foreman
- Leading or assisting in weekly on-site foreman's meeting
- Assisting other office employees in various tasks

Sales Associate – Lumber **The Home Depot** March 2013 – Current

- Assisting customers with construction related projects
- Providing exceptional customer service
- Maintaining store appearance and performing closing duties
- Displaying an in-depth understanding of design, OBC requirements, and residential construction

Renovation Specialists Helper **Pebble Creek Homes** April 2012-October 2012

- Framing, drywall, trim, and other trades work
- Supervising other workers and subtrades

VOLUNTEER

- Assisted in the Construction of a Habitat for Humanity Home (2011-2012)
- Extensive experience in tree planting and environmental volunteering
- Assisted with Bramalea Boys Minor Softball Association with registration and organization of other events

INTERESTS

- Extensive interest and experience in residential construction and maintenance
- Rugby Team, Bramalea Secondary School (2008-2011) -Captain (2009 & 2011)
- Member of Bramalea Boys Softball Select Teams (2005 – 2008)
- Lego enthusiast – design & construction

REFERENCES

Available Upon Request