

# NATALIYA YATSENKO

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My Online Portfolio:  
<https://issuu.com/nataliyatsenko>



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## HIGHLIGHTS OF SKILLS & QUALIFICATIONS

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- Proficient skills in drafting, AutoCAD and Revit
- Understanding of Part 3 and 9 of OBC, and city By-Laws
- Experience working with clients and tight deadlines
- Experience with commercial and residential designs
- Understanding of building systems and structure
- Experience with Microsoft software, Adobe software, 3DsMax, Sketchup and Lumion
- Experience with estimating, detailing and project management
- Ability to work both independently and in groups
- Great problem-solving skills, organization and time management

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## EDUCATION

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Architectural Technology Co-op Program  
Sheridan College, Mississauga, ON

- Expected year of graduation - 2017

Cawthra Park Secondary School, Mississauga, ON

- Regional Arts Program: Majored in Visual Arts
- Graduated 2014

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## RELATED WORK EXPERIENCE

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- Co-op CAD Technician, *Sheridan College* *May 2015 – Aug. 2015 & Sept. 2016 – Dec. 2016*
  - Assisted the Lab Technologist and faculty with troubleshooting and maintaining computer hardware and software in the CAD labs
  - Assisted students with hardware and software problems/questions
  - General maintenance of labs

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## WORK EXPERIENCE

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- Barista, *Bruins Coffee House, Sheridan College* *September 2015 - Current*
  - Cleaned food prep areas, equipment, utensils and strictly adhered to sanitation, food safety, and hygiene guidelines
  - Provided a high level of guest satisfaction and maintained positive relationships with customers
  - Handled cash and card transactions
  - Prepared the shop for opening and closing
- Customer Service Representative, *The Brick Super Store* *May 2014 - October 2014*
  - Answered/returned calls on invoices and greeted customers at the counter
  - Assisted customers with any delivery/pick up issues, like billing, payment, and status questions
  - Took payments on customer's invoices, with cash, debit, etc.

May 10, 2017

To Whom It May Concern:

Nataliya Yatsenko spent two of her Co-Op work terms, the summer of 2015 and the fall of 2016, working as the CAD Technician in the CAD Lab at Sheridan College, Davis Campus. As a CAD Technician, her responsibilities included; providing technical support for CAD Lab computers and users, reimaging, software installation and updates of CAD Lab computers as well as keeping order in the labs. She was also responsible for keeping the CAD Lab printers running in a sometimes high volume, high stress environment. She also played an essential role the setup of three new CAD labs at the Hazel McCallion Campus during her second work term.

Nataliya was always punctual and committed to her duties. She was also very good working with students and staff requiring assistance. Nataliya would fit in well with almost any team.

Sincerely,



Wes Tanney  
CAD Technologist

May 12, 2017

To whom it may concern,

I am happy to provide a letter of reference for Nataliya Yatsenko. Nataliya has worked with Sheridan Student Union (SSU) Operations since August 2015. Nataliya began working with us in customer service in one of our food service operation outlets (Bruin Coffee House) as a barista and counter attendant. She has since worked her way through the operations doing several tasks including, but not limited to, food preparation, server and acting team lead. As her direct supervisor, I find that Nataliya is a valuable member of the SSU food operations team.

Nataliya has a great attitude and work ethic regarding her job and tasks associated with it. She does her assigned duties well and has gone beyond expectations to ensure the operation runs smoothly and efficiently. She gets along well with others in a team environment and is able to work independently when required. She is an organized individual and has good time management and leadership skills. Nataliya is also a problem solver and able to resolve conflict effectively if it arises.

It is a pleasure having Nataliya as a part of our team. Her positive attitude towards her job and team mates contributes to the type of friendly and professional environment we like to foster in the SSU. Nataliya is a hard working individual and would be an asset to have on your team.

Sincerely,

**Maria D'Ovidio**

*Kitchen Manager, Davis*

*Sheridan Student Union • [www.thessu.ca](http://www.thessu.ca)*

*905 845 9430 ext 5913*

