

# Hafsa Ahmed

**Email:** [hafsahmed@hotmail.com](mailto:hafsahmed@hotmail.com)

**Phone:** 647-327-1075

**Address:** 3940 Sheridan St. Oakville, ON, L4N 0S3

**Occupation:** Designer

## Education

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

## Years in Practice

3

## Experience Summary

As an aspiring Architectural Technology student, I am looking to obtain a position that I may apply my skills and knowledge in the field of Architectural Design and Construction. With this opportunity I am seeking to contribute my worth to a team, as well as further develop and enhance my abilities, all while gaining new experience in a professional environment. I have strong organizational, administrative and analytical skills, excellent attention to detail, ability to maintain confidentiality, and excellent communication and interpersonal skills. I am capable of working independently with good time management skills and can identify goals and priorities and resolve issues in early stages and have knowledge in Ontario Building Code, and Zoning By-Laws.

## Selected Experience

### Hatch Ltd.

Designer, Sep 2019 – Dec 2019

- ♦ Learned a new software Synchro Pro
- ♦ Worked with 4D construction drawings for 160 Front and Simcoe PATH
  - ♦ Imported models in Synchro
  - ♦ Created schedules
  - ♦ Assigned resources
  - ♦ Created 4D construction Animations
- ♦ Attended Synchro Workshop and learned about various techniques related to 4D Construction

### Hatch Ltd.

Designer, Jan 2019 – April 2019

- ♦ Worked on different software's including Microstation, AutoCAD & Navigator
- ♦ Created 2D Drawings in Microstation
- ♦ Made Clash Reports for models in navigator for SSE

### Corbett Land Strategies

Urban Planner/Designer, Apr 2018 – August 2018

Designing a bridge for yearly competitions held by the Canadian Society for Civil Engineers.

- ♦ Worked on AutoCAD related Drawings (i.e. Site plans, Elevations)
- ♦ Created 3D SketchUp Drawings
- ♦ Worked with the OBC and Zoning By-Law
- ♦ Researched Properties and their required Zoning Information

### **Sheffield Express**

Sales Associate, Oct 2014 – Mar 2016

- ♦ Meet customer's needs
- ♦ Creatively use product knowledge to direct customers in their decision making
- ♦ Overcame client objections about product or service in a professional manner
- ♦ Provided positive and courteous reinforcement by creating goodwill with the customers, so that future business can be attained

### **Purdy's Chocolatier**

Sales Associate, June 2014 – Sept 2014

- ♦ Provided enthusiastic and professional customer service
- ♦ Accurately processed cash, debit and credit transactions

### **Software Skills**

Microsoft Office (Word, Excel, and PowerPoint)

Adobe PDF

Adobe Photoshop

Auto CAD

SketchUp

Synchro

Microstation

**References & Portfolio Available Upon Request**