

# JAY ASHER

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## SUMMARY OF SKILLS

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- Strong technical abilities in making detailed construction documents using AutoCAD and Revit.
- Experience in coordinating healthcare architecture/construction projects.
- Expertise in complex 3D modeling using Revit & Sketchup.
- Practical experience in designing and supervising residential projects.
- Proven communication skills with project management and organizational capabilities.
- Thorough knowledge of Adobe Photoshop, Illustrator, InDesign and Microsoft suite.

## PROFESSIONAL EXPERIENCE

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- **Planning Coordinator**, St. Michael's Hospital,  
Toronto - September 2020 - Present

My role involves coordinating and managing micro-construction projects throughout the various hospital sites. The scope of this role covers designing and drafting space layouts, procuring furniture and construction services, processing change orders and invoices for the services involved, on-site coordination with the architects and vendors involved & assisting Project Managers with managing the components of a large scale healthcare construction project.

- **Architectural Designer (Coop)**, David Small Designs,  
Mississauga - January 2020 - March 2020

Created interior design client packages for custom residential projects which included planning, electrical layouts, furniture design and 3d modeling using SketchUp, AutoCAD and Illustrator. I also coordinated finishes material procurement from vendors.

- **Design Department Coordinator (Coop)**, Service Plus Aquatics,  
Mississauga - May 2019 - August 2019

Made detailed Fabrication Shop Drawings as well as Design Layouts using AutoCAD 2D/3D and SketchUp for large scale pools and water features. Collaborated with architects, fabricators and estimators to inform on my design and shop drawings.

- **Support Designer**, Lone Oak Solutions LLP,  
Vadodara, India - November 2017- August 2018

Made Architectural Construction Documents using AutoCAD and Revit for our exclusive partner company - David Weekly Homes, USA. Coordinated daily with Project Managers and Architects in the US Parent company.

- **Architectural Intern**, Starch Design Spectrum,  
Vadodara, India - August 2016 - April 2017

Made design layouts, furniture details and construction documents using AutoCAD and Sketchup. Also carried out Site Supervision and coordinated construction/furniture design with contractors and carpenters.

## EDUCATION

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Sheridan College, Canada — **Architectural Technology (Co-op)**  
Ontario College Advanced Diploma  
2018 – 2021

National Institute of Technology Raipur, India — **Bachelor of Architecture**  
2012 - 2017 (First Division)

## SOFTWARE SKILLS

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- AutoCAD
- Revit
- Sketch-up
- Lumion Rendering
- Adobe Photoshop, Illustrator, InDesign & Dreamweaver
- Microsoft Office

## EXTRACURRICULAR EXPERIENCE

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- **Volunteer Teacher at Pathshala**, Vadodara, India - 2017  
Taught underprivileged Women and children subjects like Math and Language.
- **State/Zonal Level Handball Player**, India  
Have been a State Level and Zonal Level Handball player representing my school in interstate competitions.
- **Blue Belt in Taekwondo**