

# Elise Careau

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## Education

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Sept 2017 - Aug 2020 Sheridan College - Architectural Technology (Co-Op)  
Sept 2013 - Dec 2016 Carleton University - B.A. History & Theory of Architecture

## Employment History

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- Jan 2019 - Present David Small Designs - CAD Technician
- Drafting graphic and technical site plans
  - Drafting technical sections and elevations
  - Coordinate Truss & HVAC drawings from consultants
  - Coordinate arborists reports
- May - Aug 2018 Gridline Design Drafting - Drafter
- Drafted commercial shop drawings using AutoCAD
  - Submitted drawings, transmittals, and RFI's to clients and fabricators
- Nov 2017 - Dec 2019 Sixteen Mile Sports Complex - Customer Service Representative
- Greeted visitors, answered phones & replied to emails
  - Booked ice & shooter pad reservations
  - Updated rink schedules on Class system
  - Processed payments using Pint of Sale system
  - Provided skate & helmet rentals
- Feb - June 2017 Public Service Occupational Health Program - Administrative Clerk & Receptionist
- Data entry
  - Scheduled appointments
  - Filled medical records
  - Ordered & stocked medical supplies
  - Greeted clients, answered phone calls & replied to emails

## Skills

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### Technical

- Microsoft Office (Word, Excel & PowerPoint)
- AutoCAD
- Revit
- SketchUp
- Photoshop
- 3dsMax

### Transferable

- Fast learner
- Time management & organization skills
- Attention to details

### Interpersonal

- Fluently bilingual in French & English
- Adaptable to work individually as well as in teams
- Customer service skills

References available upon request