

# CAROLINA DAZA

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[www.linkedin.com/in/carolinadaza](http://www.linkedin.com/in/carolinadaza)

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## SUMMARY OF SKILL

- Proficiency in the use of AutoCAD, Revit, and Lumion
  - Experience with SketchUp and Adobe Creative Cloud – Photoshop and InDesign
  - Used Microsoft Word, PowerPoint and Excel for written documents, presentations and mathematical calculations
  - Familiar to navigate through OBC and interpret it
  - Demonstrated ability to finish projects before deadlines under high-stress conditions
  - Detail-oriented with strong organizational skills
  - Execute simple drawing and details (residential and commercial)
  - Friendly and outgoing with experience providing excellent customer service in a busy environment
  - Produce residential drawings to industry standards
  - Considerable freehand sketching skills especially in detailing
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## EDUCATION

- **Architectural Technology Diploma Co-op** GPA 3.7/4.0 Jan 2018 – Present
    - Sheridan College • Mississauga • ON
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## EMPLOYMENT HISTORY

### **Project Documentation Assistant - Architectural Faculty** **Sheridan College HMC • Mississauga • ON**

Feb '20 – Apr '20

- Sorted, edited, and filed existing photographs and student digital submission from past faculty events.
- Collected materials related to faculty events including images, posters, project descriptions, names of team leaders, and jury members.
- Helped with setup/takedown and attended all Creative Campus Design talks. Took photos during the event.
- Wrote short synopsis of various faculty events and submitted them to Sheridan's online repository

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## **Architectural Technology/ Math Learning Assistant**

**Sheridan College HMC • Mississauga • ON**

Sep '19 – Dec '19

- Provided real-time support to students participating in hands-on exercises, providing examples, short tutorials, and enrichment opportunities.
- Organized and led moderated and collaborative study sessions
- Collaborated closely with faculty members and course coordinators to provide feedback, advice, and help in improving student learning experiences.
- Collected statistics and updated logs on the students who used the tutoring services, as well as minor marketing & promotion of tutoring services.

## **Transit Infrastructure Department Co-op Student**

**City of Mississauga • Mississauga • ON**

Jan '19 – May '19

- Organized and conducted infrastructure field and pedestrian surveys
- Undertake measurements of bus stops, pads, signs, and shelters
- Reviewed more than 2500 bus stops and terminal stations in Mississauga and surrounding areas
- Enter information into databases and maintain accurate notes and sketches of shelters
- Perform weekly inspections on the Mississauga Transitway

## **Manager**

**Little Caesars • London • ON**

Dec '14 – May '15

- Supervised and trained 8 staff
- Created employee work schedules
- Prepared store inventory, placed food and supply orders and organized supplies upon arrival
- Handled money transactions (bank deposits and management of the store safe)
- Provided Customer service and received phone orders
- Operated equipment (sheeter machine, VCM, Industrial oven and till)

## **Stocker**

**National Sports • London • ON**

Jun '14 – Aug '14

- Organized sporting goods
- Placed pricing tags on merchandise

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## **Stocker**

**National Sports • London • ON**

Jun '14 – Aug '14

- Organized sporting goods
- Placed pricing tags on merchandise

## **Supervisor**

**Super Klean • London • ON**

May '13 – May '14

- Supervised 3 staff
- Created employee work schedules
- Performed cleaning on apartments, houses, and offices
- Handled money transactions
- Manipulated special heavy cleaners

## **Cleaning crew member**

**Mew Millenia • London • ON**

Jun '12 – Feb '13

- Performed cleaning on car dealership (offices and the garage)
- Used special cleaning chemicals
- Handled specific equipment (industrial vacuum, water pressure machine)