

Ana Lyn Gadin

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Objective

Seeking a co-op position which will allow me to utilize my skills in drafting and problem solving.

Summary of Qualifications

- Able to read and draft architectural drawings
- Proficient in AutoCAD 2012 & 2013, 3ds Max, MS Office, Photoshop
- Prepare quality freehand sketches of details and building drawings
- Experience working with the Ontario Building Code
- Good hand-eye coordination and attention to detail
- Works well under pressure and with tight deadlines
- Able to work in teams and independently

Education

Architectural Technology (**Co-op**) 2011-Present
Sheridan Institute of Technology and Advanced Learning
Brampton, Ontario

- Grade Point Average 3.94 out of 4.0

Bachelor of Fine Arts with Honours (Visual Arts) 2006-2010
York University
Toronto, Ontario

Academic Projects/Courses

- Worked in a team to design and present a proposed renovation for the Faculty of Humanities and Social Sciences office at Sheridan College.
- Worked in a team to design and develop representative working drawings for a 2 storey multi-use commercial building that conforms to the OBC
- Designed and prepared working drawings for a 2 storey detached house, which followed a program and OBC requirements
- Successfully completed a health and safety course
- Researched and created a report on Ellis Residence by Coates Design – A sustainable residence in Bainbridge Island, Washington, USA; which received a LEED Platinum rating.

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Work Experience

Office Administrator 2009-Present
iPro Realty Brokerage Inc. (formerly Sutton Group Professional)
Brampton, Ontario

- Liaison between upper management, agents and clients to ensure proper lines of communication, critical in addressing various problems and issues requiring immediate attention
- Prepared legal documents used in the sale of properties
- Typed copies of listings of rentals and sales for distribution to the Internet
- Successfully organized appointments between agents and vendors
- Trained new employees for reception positions

Architectural Co-op Student September-December 2012
Designable Environments Inc.
Mississauga, Ontario

- Assisted in the production of checklists for accessibility audits
- Prepared as-built CAD drawing of single family residences for accessibility reports
- Prepared a quantity takeoff and estimate of insulation in a single family home
- Performed drawing reviews ensuring they comply with accessibility standards

CAD Technician January-April 2012
Sheridan Institute of Technology and Advanced Learning
Brampton, Ontario

- Assisted teachers and students with hardware and software issues
- Maintained four Cad Labs, ensuring that the software was up to date and computers were in working order
- Answered various questions from students regarding AutoCAD
- Created and edited Help Pages for Sheridan College's CAD Lab server

Hobbies/Interests

- Drawing and painting
- Listening to music and playing the piano
- Puzzles

Portfolio and References Available upon Request