

KIRA MALEK

SUMMARY

Dedicated Architectural Student who works well independently, as well as part of a team.
Natural leader and effective delegator, who takes on added responsibility whenever necessary.

SKILLS

- 2D and 3D Computer-aided Design and Drafting (CADD)
- Building Information Modeling (BIM)
- Visual problem-solving
- Rendering (3DMAX, Lumion)
- Photo editing (Photoshop)
- Preparation of contract documents and specifications
- Envelope detailing
- Critical research essay writing
- Computer application

EDUCATION

BACHELOR OF APPLIED TECHNOLOGY, CONESTOGA COLLEGE, CONESTOGA, ON

Architecture - Project and Facility Management

Expected graduation date: May 2018

ADVANCED DIPLOMA, SHERIDAN COLLEGE, BRAMPTON, ON

Architectural Technology

WORK HISTORY

SECOND ASSISTANT MANAGER, YANKEE CANDLE, BRAMPTON, ONTARIO

May 2015 – Current

Promoted to second assistant manager

Received 100% on secret shopper report

SERVER, BOSTON PIZZA, BRAMPTON, ONTARIO

May 2015 - Current

REFERENCES

COLLEEN O'RIELEY

Regional Manager, Yankee Candle

(647)982-3222

DANNY ROSSY

Manager, Boston Pizza

(416)908-7269