

PRAGYA PRADHAN

971 Winterton Way, Mississauga, ON, L5V 1Z4
(H) (905) 507-8891
(C) (647) 518-2006
Pragya11pradhan@gmail.com

Technical Skills

- AutoCAD, Revit, Sketch Up, Lumion and 3DS Max
- Microsoft Office (Excel, PowerPoint, Word, and Outlook)
- Adobe Creative Cloud (Photoshop, Acrobat DC, Dreamweaver, InDesign and Bridge)
- ProjectLibre
- Bluebeam

Qualifications

- Ability to manage and organize information
- Strong writing and verbal communication skills
- Quick and efficient learner
- Positive attitude and behaviour
- Goal orientated
- Comprehensive understanding of OBC, Zoning By-law, and AODA

Employment History

Student Project Coordinator, Redevelopment

July 2018 – August 2018
January 2019 – May 2019

Trillium Health Partners

- Created AutoCAD drawings of Patient rooms and Nursing Stations
- Arranged and Organized meetings
- Took meeting Minutes
- Utilized photoshop to create concept designs for signages
- Handled and processed Invoices and purchase orders
- Participated in site visits and deficiency walkthroughs
- Hospital Wayfinding Project
- Took onsite measurements and inventory

Student Project Coordinator, Cooksville GO Station

September 2019 – December 2019

EllisDon

- Creating Railway Permits
- Contacting subtrades and client
- Took meeting minutes
- Created monthly progress reports
- Worked on preparing close out documents
- Took onsite measurements and inventory

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Education

Architectural Technology Co-op Program, Advanced Diploma

Sheridan College, Mississauga
3.75 / 4.0 GPA

September 2017 – August 2020

Ontario Highschool Diploma,

Rick Hansen Secondary School

September 2013 – June 2017

Hobbies/ Interests

- Landscape and Architecture Photography
- Reading Articles and Books
- Multiplayer Gaming

REFERENCES AVAILABLE UPON REQUEST