

# MELISSA SANTOS

3241 Angel Pass Dr.  
Mississauga, Ontario  
L5M 7J7

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## CAREER OBJECTIVE

To gain a position in which to contribute to a company that will help me begin a thriving career as an Architectural Technologist, and to gain and continue developing my Architectural knowledge through experience and insight from experts.

## SKILLS & ATTRIBUTES

**Technical Skills:** Experience with the following programs;

- AutoCAD 2015, 2016 2D/3D Drafting.
- Revit 2015, 3DS Max 2015
- Microsoft Office, Excel, PowerPoint
- Adobe Photoshop, Adobe Illustrator and Adobe Premiere

**Architectural Skills;**

- Proficient architectural drawing interpretation skills in drafting, and spatial design
- High attention to detail and design creativity skills.
- Experience in using the Ontario Building Code for general design, and Barrier Free design.
- Knowledge of detailing and structural design.
- Understanding of LEED practices, as well as estimating & tendering

**Transferable skills;**

- Excellent communication skills who is able to relate to people from diverse backgrounds
- Recognized for dependability, organization and detail-oriented work
- Ability to handle multiple projects in a high pressure fast pace environment; ensuring deadlines are met
- Experienced team player bringing enthusiasm and energy into group settings to ensure cooperative work.
- Ability to grasp new concepts and ideas relatively quickly
- Articulate and persuasive writes with strength clarity and style

## EDUCATION

**Architectural Technology - Advanced Diploma**  
*Sheridan College Institute of Technology*

Brampton, ON.  
**April 2016**

**Ontario Secondary School – Diploma**  
*St. Joan of Arc C.S.S*

Mississauga, ON.  
**2009 to 2013**

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## EMPLOYMENT HISTORY

### **Receptionist/ Purchasing Clerk (Part-Time)**

**2015- Present** *All Seasons Equipment Oakville, ON.*

- Answering phones and receiving customers
- Addressing customer/vendor requests
- Match packing slips against purchase orders
- Create purchase orders and submit to vendors
- Receive orders in purchasing system
- Follow-up with vendors regarding order availabilities
- Filing purchasing orders and accounting invoices
- Prepare equipment manuals
- Maintain inventory count of office supplies/printing materials

### **Assistant Child Care Provider (After School program)**

**2009-2013** *St. Sebastian Elementary School Mississauga, ON.*

- Assisted with after school PLASP program
- Organized and supervised indoor/ outdoor activities ensuring students safety
- Provided daily routines and project tasks

## VOLUNTEER EXPERIENCE

### **Student Extravaganza**

**2012-** *Student Host Mississauga, ON.*

- Provided guests with information and answered general questions about the event
- Organized food stands, and set up information tents

### **Canadian Cancer Society**

**2011-** *Daffodil Campaign Mississauga, ON.*

- Provided information about the Canadian Cancer Society to donators.
- Set up plant stands and signs around local plaza's

### **The Salvation Army**

**2011-** *Toy Drive Mississauga, ON.*

- Packaged and sorted donated toys into individual piles for distribution