

## RESUMES

# SCHOOL OF APPLIED TECHNOLOGY

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### Humber College Career Services

# Civil Enginetch

265 Looking For Job Dr. \* Toronto, ON \* M9W Z8K

(416) 555-2521 \* [civilengintech@internet.com](mailto:civilengintech@internet.com)

[Linkedin.com/in/civilenginetch](https://www.linkedin.com/in/civilenginetch) \* [Twitter.com/civilenginetch](https://twitter.com/civilenginetch)

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## PERSONAL PROFILE

- ❖ Effective written and verbal communication skills
- ❖ Highly motivated individual with the ability to learn new systems quickly
- ❖ Excellent organizational skills with the ability to multitask
- ❖ Extensive leadership ability with accumulated team leading experiences
- ❖ Great attention to detail

## SUMMARY OF SKILLS AND EXPERIENCE

- ❖ Educational background designing and constructing bridges, buildings and dams
- ❖ Ability to use electronic surveying and global positioning equipment
- ❖ Knowledge of beams, trusses and columns
- ❖ Perform laboratory tests on soil, concrete and related materials
- ❖ Use computer aided software to draw, design and produce graphics (CADD)
- ❖ Surveying and estimating
- ❖ Building science
- ❖ 3D model making experience
- ❖ Knowledge of water purification treatment plants

## EDUCATION

<b>Civil Engineering Technologist Co-op Diploma</b> Humber Institute of Technology and Advanced Learning, Toronto, ON	September 2013-April 2015
<b>Architectural Technologist Diploma</b> Humber Institute of Technology and Advanced Learning, Toronto, ON	September 2011-April 2013
<b>Drafting Certificate</b> Humber Institute of Technology and Advanced Learning, Toronto, ON	September 2011-April 2011

## ACADEMIC ACCOMPLISHMENTS

- ❖ Designed, drew in scale, and constructed a wood frame house showing studs, floor joists, rafters, sub-floor, and details; a two-story structural steel industrial building; and an office building that was made out of reinforced steel
- ❖ Created, using Advanced Residential Design (R-2000) computer program, presentation drawings, working drawing calculation of heat loss and gain
- ❖ Constructed, in full scale, a section of wall assembly using "I lot 2000"
- ❖ Renovation and addition to a historic building using reinforced concrete, structural framing, steel

**CO-OP EXPERIENCE**

**Co-op Student**

ABC Engineering Office, Toronto, ON

May – Aug 2015

- ❖ Assisted with the production and construction of documents
- ❖ Developed quality control and quality inspection skills
- ❖ Conducted general office duties including customer service and filing

**WORK EXPERIENCE**

**Drafter/Calculator**

CSS Inc, Mississauga, ON

Aug 2015 - Present

- ❖ Prepares topographical drawings from field survey data
- ❖ Quantity calculations
- ❖ Drawing takeoff for survey layout

**Junior Drafter/Designer**

Bronte Engineering Ltd., Toronto, ON

June 2014 - April 2015

- ❖ Performed manual and computer analysis of the watershed
- ❖ Designed parking lots
- ❖ Prepared working drawings for construction

**ASSOCIATIONS**

**Certified Engineering Technologist (CET) Designation**

Ontario Association of Certified Engineering Technicians and Technologists

January 2015

**REFERENCES AVAILABLE UPON REQUEST**

# Industrial Woodworking Technician

23 Industrial Road

Toronto ON, H7T 9U7

416-556-3445

woodworking@humbermail.ca • linkedin.com/in/woodworking

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## Summary of Skills

- Ability to construct cabinets and fine furniture using traditional trade methods and computer-based technologies
- Experience constructing pieces with hand tools, portable power tools and stationary machines
- Strong critical thinking and mathematic skills
- Works well independently and in team settings
- Communicates effectively with peers, clients and co-workers
- Dynamic team leader and mentor with the ability to motivate team members
- Detail-oriented, energetic, achievement-driven

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## Education

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### Industrial Woodworking Technician Diploma

September 2013-April 2015

*Humber Institute of Technology and Advanced Learning, Toronto*

- Achieved honours in semester 2 and 3

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## Employment

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### Sales Associate

September 2014-April 2015

Home Depot, Brampton, ON

- Recommended building materials to customers
- Promoted additional materials that would benefit the customer's project
- Knowledgeably answered woodworking construction inquiries
- Stocked shelves and maintained product inventory

### Server

June-August 2014

Pizza Hut, Brampton, ON

- Greeted guests in a polite manner
- Recommended items from the menu and recorded orders
- Delivered food to customers in a timely manner, clearing their dishes when they were finished
- Responsible for handling cash, debit and credit transactions

**References Available Upon Request**

# Landscape Technician

22 Resume Ave.

Etobicoke, On M5R 2L3

(905) 555-5555

landscape@humbermail.ca

Linkedin.com/in/landscapetechnician

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## **PERSONAL PROFILE**

- Highly motivated individual that takes the initiative to complete tasks
- Extremely organized with the ability to multitask and meet numerous deadlines
- Excellent written and verbal communication skills
- Proficient in computers including Windows XP and MS Office

## **EDUCATION**

### **Landscape Technician Diploma**

September 2013- May 2015

Humber Institute of Technology and Advanced Learning, Toronto

## **HIGHLIGHTS OF QUALIFICATIONS**

### ***Landscape***

- Three years experience in the maintenance of grounds and mechanical equipment
- Trained and supervised summer grounds maintenance staff in areas of equipment operation and horticulture
- Familiar with mechanical, electrical and plumbing systems
- Provide year round maintenance of 225 acre facility including lawns, trees, and roads
- Render service for the summarization and winterization of all mechanical equipment
- Operation of rubber tire loader, tractors, dump trucks, snow plows

### ***Management***

- Acted as relief Lead Hand in the supervision of up 13 employees
- Effectively applied technical knowledge to task planning and implementation
- Leadership Certificate from Humber College Summer Leadership Workshop
- Assessed, organized, and delegated work to be done
- Maximized effectiveness of staff by assigning tasks related to skills/ interests
- Ability to communicate, motivate and supervise staff
- Conducted tour groups of up to 40 individuals
- Provided information for the promotion of the Brewery
- Communicated effectively with all levels of management and staff

### ***Specific Training***

- St. John's Ambulance First Aid Training
- First Aid CPR Certificate-2011
- Workplace Hazardous Material Information Systems (W.H.M.I.S.)

## **EMPLOYMENT HISTORY**

### **Grounds Keeper**

Molson Breweries, Barrie, Ontario

May – Aug. 2015

### **Salesperson/Ski Technician**

Ski and Tennis Centre, Whistler, British Columbia

Dec. 2014

**REFERENCES AVAILABLE UPON REQUEST**

# Urban Arboriculture

186 Tree Road  
Toronto, Ontario, M8T 6Y6  
416-983-2853

[aboriculture@humbermail.ca](mailto:aboriculture@humbermail.ca)

[Linkedin.com/in/urbanarboriculture](https://www.linkedin.com/in/urbanarboriculture)

## **Personal Profile**

- Highly motivated individual that takes the initiative to complete tasks according to high quality standards
- Extremely organized with the ability to multitask and meet numerous deadlines
- Excellent written and verbal communication skills
- Dynamic team leader and mentor with the ability to motivate team members

## **Related Skills**

- Tree climbing, pruning and rigging experience with trees 60 feet or higher
- Knowledge of aerial rescue
- Chainsaw maintenance use and safety
- Supervision experience of field practice sessions
- Able to transport tools and equipment

## **Education**

***Urban Arboriculture Tree Care Certificate*** September 2014-April 2015  
Humber Institute of Technology and Advanced Learning, Toronto, ON

- Related Courses include: Pest Management, Arborist Hand Tools, Arboriculture Science

## **Employment**

***Landscaper*** May 2014 - Present  
123 Flowers, Toronto, ON

- Worked as a member of a small team to landscape private homes' yard and gardens
- Responsible for cleaning and returning tools at the end of the shift
- Used a variety of landscape tools and equipment
- Successfully completed a WHIMIS training course

***Customer Service*** September 2013 - May 2014  
White Rose, Toronto, ON

- Assisted customers in the garden section
- Recommended care of seasonal plants available
- Responded to customers in a polite and courteous manner

## **Volunteer**

***Toronto Daily Food Bank*** June 2013 – Present  
Greet patrons with a friendly smile

- Serve and clear food
- Assists with the kitchen cleanup

References Available Upon Request



# Electrical Engineering Technology

24 Windwood Drive, Toronto M4F 7Y6

416-987-0987

Electrical@humbermail.ca

Linkedin.com/in/electricalengtech

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## Education

Electrical Engineering Technology Control Systems Co-op Advanced Diploma September 2012 - April 2015  
Humber Institute of Technology and Advanced Learning, Toronto, ON

Certified Engineering Technologist September 2013 - April 2014  
Ontario Association of Certified Engineering Technicians and Technologists

General Arts and Science Certificate September 2012 - April 2013  
George Brown, Toronto, ON

## Skills and Knowledge

- Motor control
- Electronic power generation
- Power system design
- Programmable Logic Controllers (PLCs)
- Grasp of mathematics and physics
- Computer Literate
- Industrial process implementation
- Human Machine Interface (HMI)

## Personal Attributes

- Excellent communication skills
- Dedicated, hardworking individual who is always willing to take on new challenges
- Works well independently as well as in teams
- Detail-oriented, creative and self-motivated
- Dynamic team leader and mentor with the ability to motivate team members
- Excellent organizational skills including attention to detail and multitasking ability

## Related Experience

Technologist Co-op Student May 2015 - Present  
Tech ABC Inc., Toronto, ON

- Assisted technicians in designing and maintaining automated industrial machines
- Power and process instrumentation systems and equipment
- Collaboratively worked with a team of 5 to achieve company's goals

## Employment

Sales Associate September 2013 - April 2015  
Mountain Equipment Co-Op Inc, Toronto, ON

**References Available Upon Request**



# Electro Mechanical

100 Cantgethired Ave., Toronto ON, M9A 4C2  
(416) 555-1212 • engineering@internet.com  
linkedin.com/in/electromech

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## HIGHLIGHTS OF QUALIFICATIONS

- Construction and modification of machines and prototype systems and devices using a wide variety of power and hand tools
- Hands-on experience in reading mechanical and electrical schematic drawings
- Adept at all aspects of maintenance including preventative maintenance, breakdown maintenance and over-hauling
- Background using electrical and mechanical diagnostic tools
- Proficient in AutoCAD, CadKey, Microsoft Word, Excel, PowerPoint
- Work well under pressure and consistently meet deadlines with minimal supervision
- An experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects.
- Effectively communicate with team members in a positive manner

## EDUCATION and PROFESSIONAL ACCREDITATIONS

**Electromechanical Engineering Technology Advanced Diploma** September 2012 - May 2015  
*Humber Institute of Technology and Advanced Learning, Toronto, ON*  
- Automation and Robotics Profile

**Certified Engineering Technologist (CET)** September 2015 - May 2015  
*Ontario Association of Certified Engineering Technicians and Technologists*

## WORK HISTORY

**Machine Operating Co-op** February 2015 - Present  
*A & P Tool and Machine, Toronto, ON*

- Operation of CNC, lathe, and milling machines
- Preparation of designated job form blueprints
- Maintained a clean, organized work environment
- Worked to success under minimal supervision

**Fitter** June 2010 - Feb. 2012  
*Steel Mold and Patterns, Vaughan, ON*

- Fit moulds using pneumatic tools
- Worked on prototype molds
- Repaired molds, as per engineers instructions

**Technician** April - June 2010  
*Hi-Tech Inc., Brampton, ON*

- Preventive and scheduled maintenance of hydraulic and pneumatic machines
- Overhauling of press and injection molding machines
- Operation of machine tools for repairing parts
- Usage of welding equipment for parts repair
- Ensuring strict compliance to management standards in the maintenance process

**REFERENCES AVAILABLE UPON REQUEST**

# Home Renovation Technician

1234 Home Street

Toronto Ont. N4T-7Y8

416-534-3595

homerenovations@humebermail.ca | [Linkedin.com/in/homer renovation](https://www.linkedin.com/in/homer renovation)

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## Profile

### Technical Skills:

- Knowledge of house building systems and legal building codes
- Background blue print reading
- Basic Electrical, mechanical and plumbing knowledge
- Experience with Millwork and trimming
- Business renovation knowledge with management, estimating and finances

### Interpersonal Skills:

- Highly motivated individual that takes the initiative to complete tasks according to high quality standards
- Extremely organized with the ability to multitask and meet numerous deadlines
- Dynamic team leader and mentor with the ability to motivate team members
- Excellent written and verbal communication skills
- Proficient in computers including Windows XP and MS Office including word, PowerPoint, excel, and publisher

## Education

### **Home Renovation Technician Diploma**

**September 2013- April 2015**

Humber Institute of Technology and Advanced Learning, Toronto, ON

### **Bachelor of Arts**

**September 2011-April 2015**

York University, Toronto, ON

- Relevant Courses Include: Interpreting Visuals and Draft/Design Foundations

## Employment

### **Renovation Assistant**

**January-April 2015**

123 Construction, Mississauga

- Assisted superintendent recording the client's updates in an excel database
- Reviewed renovation proposals to ensure they complied with the Ontario Building Code

### **Painter**

**May-August 2014**

College Pro Painters

- Responsible for working in small groups to paint exterior houses, garages and windows
- Attended WHIMIS safety session and utilized the paint and chemicals in a professional and safe manner
- Interacted politely with customers and responded to their concerns

**References Available Upon Request**

# Sustainable Energy

178 Sustainable Building Tech Road  
Toronto, ON, K98 9P8  
416-985-3682

*sustainable@humbermail.ca • linkedin.com/in/sustainablehumber*

## Professional Skills

- Analytical skills to provide integrated solutions for energy efficiency
- Ability to assess site characteristics and client needs
- Dynamic team leader and mentor with the ability to motivate team members
- Knowledge of heating/cooling system alternatives in building designs
- Promote energy efficiency through energy audits and energy performance simulation

## Personal Skills

- Highly motivated individual that takes initiative to complete tasks
- Excellent written and oral communication skills
- Interact professionally with co-workers and peers
- High energy, motivated and creative

## Education

**Sustainable Energy and Building Technology Advanced Diploma**    **Sept. 2012-Apr. 2015**  
Humber Institute of Technology and Advanced Learning, Toronto, ON

## Related Experience

**Energy Specialist Co-op**    **Jan.-Apr. 2015**  
Architectural 123 Firm, Toronto, ON

- Used wind, thermal and geothermal energy generation technologies
- Examined the energy system and recommend appropriate suppliers and contractors
- Conducted energy audits to promote energy efficiency

## Employment

**Nature Camp Counsellor**    **May-Aug. 2014**  
Humber Arboretum Day Camp, Toronto, ON

- Lead children in daily outdoor activities such as canoeing and nature walks
- Ensured all children were safely engaged and enjoying their camp experience
- Responsible for remaining after camp hours to ensure all children were picked up

**Customer Service**    **Sept. 2012-Mar. 2014**  
Mr. Greek Restaurant, Toronto, ON

- Greeted customers in a polite and courteous manner
- Recommended menu items and recorded orders
- Delivered food to tables and cleared dishes in a timely manner

**References Available Upon Request**

# Project Management- Business Related

555 Somewhere Road Brampton, ON | 905-888-8888 | [project\\_manage@humbermail.com](mailto:project_manage@humbermail.com)  
[Linkedin.com/in/projectmanagement](https://www.linkedin.com/in/projectmanagement) | [Twitter.com/projectmanagement](https://twitter.com/projectmanagement)

## Professional Profile

- Defining clear project objectives and determining and clarifying goals
- Experience running objective-setting meetings and defining key project deliverables
- Comfortable identifying project risks and assumptions and evaluating risk impacts
- Knowledgeable of the strategies needed for managing and reducing risks
- Great understanding of the basic principles of projects and their management
- Comprehend the key ingredients for projects to succeed
- Recognize and comfortable with the common project management terminology
- Excellent communication with project managers and clients

## Additional Skills & Qualifications

- Outgoing and passionate individual comfortable working in a fast paced environment.
- Ability to maintain excellent customer relationships and develop customer rapport
- Diplomatically resolve customer complaints on as-needed basis
- Familiar with maintaining recordkeeping procedures without error
- Delegate responsibilities to employees to meet employer's expectations
- Type 50+ words per minute
- Computer Skills: MS Word, Excel Power Point, AutoCAD, & Lotus.

## Education

**Project Management Postgraduate Certificate** September 2014-May 2015  
*Humber Institute of Technology & Advanced Learning, Toronto, ON*

**Bachelor of Commerce** September 2010-May 2014  
*Queen's University, Kingston, ON*

## **Related Work Experience**

### **Project Coordinator**

June 2015-Present

*Paradox Innovation, Toronto, ON*

- Responsible for overall management of multiple R&D projects of different scopes and sizes
- Ensure that all project goals and deliverables are reached, and that the customer's requirements are fulfilled
- Produce follow-up reports in order to assist with prioritization, as well as manage hours worked for each project
- Interacting with clients, colleagues, and operational functions, all in a professional manner
- Identify the scope, detail, gather and document requirements in a layout that is helpful and practical to all business area experts and technical developers

### **Retail Project Merchandiser**

May 2014-Jan 2015

*Advantage Sales and Marketing, LLC, Toronto ON*

- Checked date codes, schematic integrity, replaced decals and re-ordered tags or ads
- Maintained merchandising excellence and built customer rapport on reset projects
- Reported observations to Area Manager on out-dated products and unclaimed stock
- Responsible for special reset projects and transported on-site delivery of all materials, supplies and equipment
- Received and reported work through a web based application
- Followed company policy and utilized safety techniques

## **Professional Associations**

**International Project Management Association- Member**

**American Management Association- Canadian Management Centre Affiliate**

**References Available Upon Request**

# Jim Smith, BSc., PMP

205 Humber College Blvd. Toronto, Ontario M9W 5L7

647-222-3333

Jim.S@humber.ca | [Linkedin.com/in/jimsmith](https://www.linkedin.com/in/jimsmith)

## PROFILE

- Project management professional with 15 years of experience in project coordination and management activity in the manufacturing industry.
- Proven track record for optimizing workflow through effective scheduling and resource management.
- Produced cost saving solutions for organizations by improving project management processes resulting in a reduction of direct project costs.

### **Core competencies include:**

*Cost reduction & avoidance, staff training, Quality Assurance*

## PROJECT MANAGEMENT EXPERIENCE

### **Senior Project Manager**

2009-2015

Banking Research Group- Sao Paulo, Brazil

*Led implementation projects for all production line automation projects, working with cross-functional team of suppliers, contractors, and process engineers. Presented detailed summaries to senior level management.*

- **Increased overall company rate of on-time deliverables by 50% through effective project planning**, risk identification and resource management which resulted in a cost savings excessive of \$225,000
- **Led technical project teams to successful completion of over 20 project launches while using** effective leadership techniques in combination with self-directed project management processes
- Modified time line for program planning period from 5 to 6 weeks in order to include Project Initiation phase, freeing up time to meet with marketing team and gain a better sense of program's importance to the business
- **Maintained communication with sponsor and key stakeholders on project status and deliverables**
- **Built relationships based on trust with project team members and increased moral by identifying** and responding accordingly to individual motivational factors

## EDUCATION

### **Project Management Program, Post-Graduate Certificate Program**

September 2014-April 2015

Humber Institute of Technology and Advanced Learning, Toronto

### **Bachelor of Science in Mechanical Engineering**

2004-2008

University of Engineering and Technology, Sao Paulo

REFERENCES AVAILABLE UPON REQUEST

# John Smith

205 Humber College Blvd, ON M9W 5L7 • 416-675-6622 • johnsmith@humber.ca • linkedin.com/in/johnsmith

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## HIGHLIGHT OF QUALIFICATION

- 7 years' experience coordinating design/build projects including site visits, preparation of status reports and managing all project documentation
- Knowledge of project management methodologies, PMBOK
- Proficient in MS Project, MS Office and AutoCAD
- Worked closely with site inspectors, engineers and contractors to ensure adherence to project schedules.
- A team player with effective communication and multi-tasking skills
- Strong problem-solving skills

## EDUCATION

- Project Management Post Graduate Certificate** September 2014-April 2015  
Humber Institute of Technology and Advanced Learning, Toronto
- Conducted a comparative study of the project management practices Construction Ltd. against PMI/PMBOK standards
- Degree, Civil Engineering** September 2008-April 2012  
University of Lahore, Pakistan

## PROFESSIONAL EXPERIENCE

- Project Manager** 2012  
XXXX Company, Lahore, Pakistan
- Conducted monthly site visits to confirm accuracy of reports
  - Analyzed results of operations to discover more efficient ways to utilize resources
  - Co-ordinated with site engineers for any risks, issues or concerns
  - Monitored daily project sites
  - Tracked and communicated project status to upper management through weekly reports
  - Performed least cost analysis in determining facility project requirements
- Project Co-ordinator** 2008-2011  
123 Company, Lahore, Pakistan
- Ensured that project objectives were met through site visits
  - Reviewed requested materials, tools and equipment needed for project sites
  - Worked closely with site inspectors, engineers and contractors to ensure adherence to project schedules
  - Evaluated and secured vendor contracts for construction projects

## CERTIFICATES

Fall Arrest System | WHMIS | Ontario Health & Safety Acts

## MEMBERSHIPS

PMI, Southern Ontario Chapter

REFERENCES AVAILABLE UPON REQUEST

# Harry Smith

205 Humber College Blvd.  
Etobicoke, ON M9W 5L7

Home: 416-675-6622, Cell: 416-222-4444  
harrysmith@humber.ca • linkedin.com/in/harrysmith

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## IT Leadership-Project Management

### SUMMARY OF SKILLS

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- Over 5 years of IT experience in the areas of analysis, design and testing of web based applications
- Expertise in design and development of enterprise applications using PHP 5, MySQL, CSS, JavaScript, AJAX, Web Services.
- Experience in performance tuning at PHP, Apache and MySQL levels to make applications more scalable
- Driven technical professional with exceptional leadership and project management skills
- Proven ability to effectively plan, coordinate and meet deadlines of multiple projects
- Skilled in designing, planning, and directing projects using current industry approaches
- Organized and able to reengineer policies and procedures following PMI project management methodologies

### TECHINICAL SKILLS OVERVIEW

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Technologies	PHP, SEO, JQuery, CSS, XHTML, UML
Frameworks	Zend Framework, CakePHP
IDE(s)/Tools	Net Beans, Eclipse, MySQL Workbench
Configuration Mgmt	Subversion
Databases	MySQL
Web Servers	Apache
Operating Systems	Windows XP, Linux.

### EDUCATION

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<b>Post Graduate Diploma in Project Management</b> Humber Institute of Technology and Advanced Learning, Toronto, ON	September 2014-April 2015
<b>Bachelor of Technology in Computer Science and Engineering</b> Indian Institute of Information Technology, Allahabad, India	September 2008-April 2012

### EMPLOYMENT HISTORY

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<b>IT Project Manager and Team Lead</b> XYZ Consulting, Mississauga, ON	2013 - 2014
<ul style="list-style-type: none"><li>• Managed the project and led the team</li><li>• Implemented and tested products</li><li>• Successfully completed the project delivery</li></ul>	

REFERENCES AVAILABLE UPON REQUEST



# Student Name, MBA

205 Humber College Blvd., Etobicoke, ON M9W 5L7  
416-675-6622

studentname@humber.ca • linkedin.com/in/studentnamemba

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A solution-oriented, creative professional with demonstrated skill in event coordination

## SUMMARY OF QUALIFICATIONS

- Over 2 years of experience working in the marketing industry
- Possess strong leadership skills
- Demonstrated ability to organize time and schedules efficiently, with excellent professional demeanour
- Creative and forward thinker
- Detail oriented
- Proficient in MS Office, MS Visio, Photoshop
- Excellent communication skills in English and French
- Client-focused

## EDUCATION

<b>Project Management Post Graduate Certificate</b> Humber Institute of Technology and Advanced Learning, Toronto, ON	September 2014- April 2015
<b>Masters of Business Administration</b> York University, Toronto, ON	September 2011-April 2013
<b>Bachelors Degree, Marketing</b> York University, Toronto, ON	September 2007-April 2011

## WORK EXPERIENCE

<b>Marketing Assistant</b> WOW! Marketing, Toronto, ON	2015 - Present
<ul style="list-style-type: none"><li>▪ Assists with the development and implementation of marketing initiatives</li><li>▪ Provides data analysis and report preparation</li><li>▪ Aid in creating marketing and promotional material</li><li>▪ Provides on-site event support at local events</li><li>▪ Creates and update mailing list</li></ul>	
<b>Public Relation Assistant</b> Public Relations Firm, Toronto, ON	2011 - 2014
<ul style="list-style-type: none"><li>▪ Assisted Public Relations Manager in coordinating public relations events including press conferences, distributing press releases, and nurturing relationships with prominent reports</li><li>▪ Updated and maintained client database</li></ul>	

**Sales Associate**

2007 - 2011

Fashionably Yours, Toronto, ON

- Helped co-ordinate a highly attended in-store fashion show
- Promoted in-store events
- Provided fashion suggestions to clients

**VOLUNTEER**

**Event Assistant Volunteer**

September 2014

The Toronto International Film Festival

**REFERENCES AVAILABLE UPON REQUEST**

# Cabinet Making

123 Cabinet Street., Toronto, ON, M9W 6T8

616-789-6495 | cabinetmaker@humber.ca

Linkedin.com/in/cabinetmaking

## Highlights of Skills

### Technical

- Experience using a variety of woodworking joints produced by hand tools, portable power tools and machine tools
- Proven ability to lay out, design, calculate and cut cabinets and fine furniture
- Used machines in a cautious and efficient manner to assemble and finish cabinets
- Experience creating both commercial and residential cabinets
- Furniture restoration and repair experience

### Interpersonal

- Dedicated, hardworking individual who is always willing to take on new challenges
- Works well independently as well as in teams
- Detail-oriented, creative and self-motivated
- Excellent organizational skills including attention to detail and multitasking ability

## Education

### *Cabinet Making Certificate*

Humber College Institute of Advanced Learning, Toronto, ON

September 2014-May 2015

### *General Arts Certificate*

George Brown College, Toronto, ON

September 2012-May 2013

## Employment

### *Sales Associate*

North By North West, Mississauga, ON

April 2015-Present

- Experience handling cash, debit and credit transactions
- Developed customer relation and problem solving abilities
- Responsible for organization of the store, including tidying and updating signage

### *Landscaping*

Arboretum Boulevard, Mississauga, ON

June-August 2014

- Responsible for general grounds maintenance on private properties
- Assemble, use and return landscape materials
- Communicate with clients and coworkers in a professional manner

## Volunteer

### *Back Stage Wood Working*

Mississauga Little Theatre, Mississauga, ON

September – December 2012

- Worked in a team to design and created the set and props
- Used a variety of woodworking joints under supervision

**References Available Upon Request**

# Design Foundation

356 Design Road  
Toronto, On M9W 3Y7  
567-390-3456  
design@humbermail.ca | linkedin.com/in/designfound

## Profile

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- ✓ High attention to detail
- ✓ Proven leadership skills
- ✓ Strong time management and organization skills
- ✓ Leadership ability with accumulated team leading experiences
- ✓ Works well individually and in a team
- ✓ Detailed two and three- dimensional drawing
- ✓ Theoretical background of the principles of design

## Education

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**Design Foundation Building Technology Certificate** *September 2014-April 2015*  
*Humber Institute of Technology and Advanced Learning, Toronto, ON*

## Related Experience

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**Set Volunteer** *September 2014-February 2015*  
*Backstage Productions Inc., Toronto, ON*

- Completed preliminary set drawings with backstage crew
- Constructed set pieces out of wood and various materials
- Worked as part of a team to create the set in “Little Red Riding Hood”

## Employment

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**Shipping and Receiving** *May 2014-September 2014*  
*FedEx, Etobicoke, ON*

- Responsible for loading and receiving products in a timely manner
- Able to lift heavy objects
- Reported to managers and completed progress reports

**General Maintenance** *April 2013-May 2013*  
*Sick Kids Hospital, Toronto, ON*

- Communicated with hospital staff in a professional manner
- Organized materials and returned them at the end of shift
- Cleaned according to health and safety standards

**References Available Upon Request**

# Interior Decorating

143 Anywhere Rd.  
Toronto, ON M6D 3F5  
(416) 555-9856  
design@humbermail.ca  
Linkedin.com/in/interiordecorating

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## **-QUALIFICATIONS-**

- ✓ Residential and commercial design knowledge
- ✓ Computer-generated and manual drafting and sketching experience
- ✓ Knowledge of ecological and sustainable material issues
- ✓ Excellent product knowledge and application
- ✓ Expertise in colour and texture specifications
- ✓ Experienced with Auto-Cad, Photoshop, Microsoft Office, Excel and PowerPoint
- ✓ Able to work within a team or independently
- ✓ Strong leadership ability with accumulated team leading experiences
- ✓ Excellent verbal and written communication skills
- ✓ Highly organized individual with great attention to detail and multitasking ability
- ✓ High energy individual with an innovative, creative, pro-active approach

## **-EDUCATION-**

### **Interior Decorating Co-op Diploma**

September 2013 - April 2015 Humber Institute of Technology and Advanced Learning, Toronto

### **Bachelor of Arts in Design**

September 2010 - April 2014

Ryerson Polytechnic University, Toronto

## **-RELATED EXPERIENCE-**

### **Interior Design Specialist**

May 2015 - Present

Interior Furnishing and Gifts, Toronto

- ✓ Provide on-site design services based on customer needs
- ✓ Private residential consultation
- ✓ Initiate and conduct interior design engagements

### **Interior Design Intern**

September – December 2014

ABC Medical Centre, Hamilton

- ✓ Implemented and designed space planning for the new neurology wing
- ✓ Selected colours, finishes and treatments for other projects

## **-AWARDS-**

- ✓ Showcased designs from “Eras of Furnitures and Styles” course at the *2011 Toronto Design Exhibition*
- ✓ Awarded 2010 Ryerson University School of Arts Academic Merit Scholarship

**- REFERENCES AVAILABLE UPON REQUEST -**

# H. Vac

123 Anywhere Rd., Apt. #218  
Sudbury, ON L8D 3D5

Phone: (555) 555-5555; Fax: (555) 555-5554

E-mail: [hvac@internet.com](mailto:hvac@internet.com)

[Linkedin.com/in/hvac](https://www.linkedin.com/in/hvac)

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## PROFILE

- ◆ 5 years building maintenance experience
- ◆ Proven experience in the operation of boilers and chillers
- ◆ Able to read and interpret architectural drawings and design lighting
- ◆ Computer literacy includes; DDC controlling system, MS office, AutoCAD
- ◆ Excellent written and verbal communication skills
- ◆ Dynamic team leader and mentor with the ability to motivate team members
- ◆ Efficient organizational skills including attention to detail
- ◆ Work well as part of a team as well as on an individual basis
- ◆ Highly motivated and possess the ability to learn new systems quickly

## EDUCATION

**Heating, Refrigeration and Air Conditioning Technician Co-op Diploma** April 2015  
Humber Institute of Technology and Advanced Learning, Toronto, ON

- Completed program with honours
- Related Courses Include: Air Conditioning and Refrigeration Principles, Residential System Design, HVAC AutoCAD and Graphics, Mechanical Ventilation Systems

**Stationary Engineering (Certificate)** September 2012- April 2013  
George Brown Technical College, Toronto, ON

## RELEVANT SKILLS

### Supervisory Skills

- ◆ Supervised a staff of 50 to 60 people
- ◆ Implemented and supervised ongoing projects
- ◆ Responsible for training new and existing employees on company policies and procedures
- ◆ Conducted cost estimation for refrigeration, air conditioning and boilers

### Mechanical Experience

- ◆ Disassembled, repaired, and assembled small gas engines
- ◆ Repairing refrigerators and air conditioners
- ◆ Design of refrigeration pipes and systems
- ◆ Responsible for operating boiler and providing water treatment

**General Maintenance**

- ◆ Performed general maintenance duties, which included changing filters, cleaning and mopping floors, operating boilers
- ◆ Ensured that environment was kept clean and safe
- ◆ Responsible for fixing windows, water taps and other equipment

**RELATED EXPERIENCE**

**HVAC Co-op**

May - August 2015

Air Condition Design, Etobicoke

- ◆ Worked with design contractors in designing, installing, servicing and retro-fitting HVACR equipment
- ◆ Assisted specification writer
- ◆ Estimated specifications to determine material labour requirements in contract bids

**WORK EXPERIENCE**

**Caretaker**

February 2015 - July 2015

East York Board of Education, Toronto ON

- ◆ Performed maintenance duties in a timely and professional manner
- ◆ Responsible for cleaning a designated space in a short period of time

**General Maintenance**

August 2014 - February 2015

North Western General Hospital, Toronto ON

- ◆ Worked individually to perform duties assigned
- ◆ Properly returned and organized cleaning materials at the end of a shift

**REFERENCES AVAILABLE UPON REQUEST**

# Supply Chain

167 Lawrence Avenue, Owen Sound, Ontario M9R 3E3

Tel: (416) 555-8765

[Parmar@internet.com](mailto:Parmar@internet.com) | [Linkedin.com/in/supplychain](https://www.linkedin.com/in/supplychain)

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## PERSONAL PROFILE

- Ability to foster an environment characterized by excellence
- Highly motivated individual that takes the initiative to complete tasks according to high quality standards
- Extremely organized with the ability to multitask and meet numerous tight deadlines
- Dynamic team leader and mentor with the ability to motivate team members
- Excellent written and verbal communication skills
- Proficient in computers including Windows XP and MS Office including Word, PowerPoint, Excel, and Publisher; ACCPAC, SAP

## QUALIFICATIONS

- Extensive understanding of logistics integration
- Knowledge of warehousing and distribution design concepts
- Comprehension of computerized inventory control systems
- Experience in packaging and fulfillment tracking
- Strong Knowledge of ACCPAC and SAP
- Experience in transportation and purchasing procedures

## EDUCATION

### Supply Chain Management Post Graduate Certificate

September 2014-May 2015

Humber Institute of Technology and Advanced Learning, Toronto, ON

### Bachelor of Arts, Political History

September 2010- April 2014

York University, North York, ON

## EXPERIENCE

### Reverse Logistics Team Member

January 2015 - May 2015

Unisource, Toronto, ON

- Tested product and returned for credit
- Tracked billings and maintained customer records
- Matched serial numbers and bar codes to product tracking

## ACCOMPLISHMENTS

- Student Council representative
- Honours standing in 4 academic semesters
- Commended for exceptional customer service problem-solving ability
- Team captain at the Debating Club at York University

**REFERENCES AVAILABLE UPON REQUEST**



# Mechanical Engineering

1535 Vanquished Ave. Etobicoke ON M6N 4Z2

(416) 555-7676 | [mechanical@humbermail.ca](mailto:mechanical@humbermail.ca) | [Linkedin.com/in/mecheng](https://www.linkedin.com/in/mecheng)

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## HIGHLIGHT OF QUALIFICATIONS

### Organization and Analysis:

- ◆ Able to assess, analyze and develop workable solutions
- ◆ Utilizes qualitative and deductive analysis using CAD/CAM, Industrial engineering procedures and other techniques

### Design:

- ◆ Designed products for manufacturability to specifications
- ◆ Able to work within ISO 9000 compliance
- ◆ Design using 2D and 3D computer-aided drafting software

### Communications:

- ◆ Fluent in English and Spanish
- ◆ Tutored peers in CAD
- ◆ Developed strong problem solving skills in group assignments

### Computer Skills:

- |                         |                 |           |
|-------------------------|-----------------|-----------|
| ◆ Internet applications | ◆ MicroSim      | ◆ DOS     |
| ◆ MS Word               | ◆ PSpice        | ◆ Windows |
| ◆ AutoCAD               | ◆ Working Model | ◆ MacOS   |
| ◆ Fortran               | ◆ BASIC         |           |

## EDUCATION

**Mechanical Engineering Technology Advanced Diploma**      September 2013-May 2015  
Humber Institute of Technology and Advanced Learning, Toronto

## WORK HISTORY

**Peer Tutor**      September 2014-April 2015  
Humber Institute of Technology and Advanced Learning, Toronto

- ◆ Tutored peers in CAD/CAM
- ◆ Worked in individually and in small groups
- ◆ Mentored and encouraged academic success

**Design Assistant**      May-August 2014  
Transit Design, Toronto

- ◆ Assisted in the checking of designs and drawings before final approval
- ◆ Recorded minutes during team meetings

**REFERENCES AND PROJECTS AVAILABLE UPON REQUEST**

# ELECTRICAL ENGINEERING- PROJECT MANAGEMENT

555 Miller Lane, Mississauga On M1M2M2 555-888-9999

[elecproj@humbermail.com](mailto:elecproj@humbermail.com) [Linkedin.com/in/electrical](https://www.linkedin.com/in/electrical)

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## Personal Profile

- Electronics Engineer with 3+ years field experience
  - Quick learner with excellent interpersonal and communication skills
  - Dynamic team leader committed to a high level of quality and service excellence
  - Detail-oriented, creative, and self-motivated.
  - Excellent organization skills including attention to detail and multitasking ability.
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## Skills & Certifications

- Experienced with analog and digital systems, radio frequency circuits and programmable logic controllers
  - Knowledgeable of electronic power generation and power system designs.
  - Excellent mathematical and problem solving skills
  - Expert troubleshooters, able to identify problem areas and devise/implement cost saving solutions.
  - WHMIS certification (2009)
  - Standard First Aid & CPR certification (2008)
  - OSHA Electrical Safety Certification (2008)
  - Air Flash Training Certification (2009)
  - Computer skills: MS Office, AutoCAD, Corel WordPerfect, Lotus, and QuickTest Pro
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## Education

- **Project Management Postgraduate Certificate**  
September 2014-May 2015  
Humber Institute of Technology and Advanced Learning
  - **Bachelor of Engineering- Electrical Engineering**  
September 2010-May 2014  
Ryerson University
  - **Electrical Techniques Certificate** September 2012-May 2013  
Fanshawe College
- 

## Professional Experience

- **Electrical Estimator/Project Engineer** March 2015-Present  
*Henkels & McCoy, Inc. [Toronto, ON]*
  - Audit completed construction projects to ensure accurate invoicing
  - Review proposals, specifications and drawings, attend pre-bid meetings, etc. to determine scope of work and develop estimates.
  - Provides estimating input on complex projects.
  - Ensures working documents and data are maintained to backup estimate.
  - Prepares reports as needed and directed by the Project Manager.

**Professional Experience Continued**

- **Test Engineer** January 2013-September 2013  
*Senior Systems Technology [Toronto, ON]*
    - Designed and directed electrical engineering and technical personnel in fabrication of testing
    - Tested control apparatus and equipment.
    - Programmed and maintain ICT hardware and software
    - Analyzed and interpreted test data and prepared technical reports
    - Determined conditions under which tests were conducted and sequenced
  
  - **Patent Analyst** February 2012-January 2013  
*The Vollrath Company, LLC [Toronto, ON]*
    - Prepared and prosecuted patent applications, including drawings and reexamination requests.
    - Prepared technical document reviews.
    - Performed various administrative tasks
    - Drafted Office Action Responses
  
  - **Railroad Communication Project Manager Assistant** June 2011-January 2012  
*AECOM International [Toronto, ON]*
    - Assisted Project Manager with the organization of a communication team.
    - Prepared review design packages.
    - Obtained easements, right of ways, and leases
    - Performed various administrative duties
- 

**Awards & Achievements**

- Awarded the Presidents Letter at Ryerson University for highest honour standing
  - Developed and built a variable voltage AC/DC power supply
  - Author of “Upgrading Your Car Audio”, published in Electrical Source Magazine
  - Achieved ISO 9002 Certification for Engineering Control Corp.
  - Vice President of OACETT: Ontario Association of Certified Engineering Technicians and Technologists.
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**REFERENCES AVAILABLE UPON REQUEST**