

SELINA KYLE

Ottawa, ON | 613-321-4321 | kyle0011@algonquinlive.com | linkedin.com/in/skyle

PROFILE

Ambitious and innovative **Architectural Technician** student with practical and theoretical training in the design and technical resolution of building construction projects. Collaborative team player who is able to communicate and liaise with procurement, construction and design teams to meet client and project specifications.

SUMMARY OF QUALIFICATIONS

- Trained to prepare and analyze detailed drawings and site planning documents.
- Able to manage various projects areas including costing, scheduling, and safety.
- Knowledge of structural and mechanical layout design for commercial building assemblies.
- Build visually creative physical and digital models and architectural graphic presentations.
- Collaborate effectively with clients, contractors, and co-workers to resolve technical problems.
- Communicate well with clients and team members to deliver project progress reports.
- Trained to use a variety of software applications including AutoCAD, Revit, SketchUp, the Adobe Suite (Illustrator, Photoshop) and the Microsoft Office Suite (Word, Excel, Project, PowerPoint).

EDUCATION

Architectural Technician Diploma
Algonquin College, Ottawa, ON

January 2024 – Present

Ontario Secondary School Diploma
Nepean High School, Ottawa, ON

June 2022

RELATED EXPERIENCE

Working Drawings Project
Algonquin College, Ottawa, ON

March 2024 – Present

- Applied the basic conventions of layout and organization to create hand-drawn architectural working drawings for a single-family dwelling.
- Met industry graphic standards by including appropriate representation of different construction details including plans, elevations, sections, and details.
- Developed an understanding of the basic requirements and limitations using PART 9 of the Ontario Building Code.
- Coordinated and assembled drawings for the purpose of obtaining a building permit.

3D Architectural Modelling Project
Algonquin College, Ottawa, ON

January – February 2024

- Used the basic commands of Revit to produce an accurate building model with accurate wall, floor, and roof assemblies, demonstrating speed and efficiency to meet tight deadlines.
- Utilized Layout Space to layout several drawings of difference scales on the same sheet, manipulating layers and annotation scale settings to obtain different views of the same drawing.
- Produced views of various elements including plans, elevations, sections, and details in 3D.

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OTHER WORK EXPERIENCE

Store Associate September 2023 – Present
Aritzia, Ottawa, ON

- Increase clothes sales by earning client trust and offering individualized styling advice.
- Build strong client connections by providing excellent customer experiences.
- Efficiently process transactions to ensure clients are serviced as quickly as possible.
- Strategically place products on the sales floor, ensuring the right placement and quantities.

Sales Associate April 2021 – August 2023
Ikea, Ottawa, ON

- Approach customers confidently to promote available services and help customers make informed choices.
- Provide the best home solutions to customers by asking the right questions to understand their individual needs.

MEMBERSHIPS

Student Member January 2024 – Present
Ontario Association of Certified Engineering Technicians and Technologists (OACETT), Ottawa, ON

CERTIFICATIONS & TRAINING

Working at Heights – Fundamentals of Fall Protection February 2024
Ottawa Construction Association (OCA), Online

Ontario Health and Safety Awareness Training June 2023
Ontario Ministry of Labour, Online

Standard CPR, First Aid and AED Certification May 2022
St. John's Ambulance, Ottawa, ON

VOLUNTEER EXPERIENCE

Clothing Associate Aug 2021 – Present
Habitat for Humanity, Ottawa, ON

- Greet and interact with donors and community partners, communicating effectively to build positive relationships.
- Receive, price, and organize new and gently used furniture and appliances, ensuring accuracy and consistency in pricing between two ReStores operated in the Ottawa area.