

# SELINA KYLE

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## 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**

March 2024 – Present

Algonquin College, Ottawa, ON

- 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**

January – February 2024

Algonquin College, Ottawa, ON

- 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 different 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.