

### EDUCATION

#### Project Management Boot Camp

PSMJ Resources, Inc.  
Detroit, MI | 2022

#### Master of Architecture

Dalhousie University School of Architecture  
Halifax, NS | 2010

#### Bachelor of Environmental Design Studies

Dalhousie University School of Architecture  
Halifax, NS | 2007

#### Diploma of Architectural Technology

St. Clair College of Applied Arts and Technology  
Windsor, ON | 2004

### COMPUTER SKILLS

- Adobe Creative Suite
- Autodesk AutoCAD
- Autodesk Revit
- Bluebeam
- Microsoft Office Suite
- Microsoft Teams
- Smartsheets
- Sketchup Pro
- Vantagepoint

### COMPETITIONS

#### Cayman Brac Vacation Rental Competition

Winning Design Participant  
Cayman Brac, Cayman Islands | 2012

#### Housing for Haiti Competition

Design Participant  
St. Marc, Haiti | 2010

#### Urban Land Institute Competition

Design Participant  
Halifax, NS | 2009

#### Habitat for Humanity Competition

Project Designer  
Windsor, ON | 2004

#### Children's Safety Village Competition

Winning Designer and Project Manager  
Windsor, ON | 2003

#### Dominion Bank Facade Design Charrette

Design Participant  
Windsor, ON | 2003

#### Skills Canada Regional AutoCAD Competition

Design Participant  
Windsor, ON | 1999 - 2003

### EXPERIENCE

#### NORR

Project Manager / Architectural Designer

Detroit, MI | 2018 - Present

#### O4 Architects Inc.

Intern Architect / Project Manager

Toronto, ON | 2015 - 2018

#### Urbanscape Group

Project Manager / Designer

Toronto, ON | 2011 - 2015

#### Crozier Baird - Engineers, Planners, Architects

Intern Architect

Windsor, ON | 2014

#### Archdesign Architects

Intern Architect

Toronto, ON | 2011 - 2013

#### Strudet Inc.

Drafting and Engineering Assistant

Toronto, ON | 2011 - 2013

#### Richard Librach Architect Inc.

Intern Architect

Toronto, ON | 2011

#### PS Architect Inc.

Intern Architect

Toronto, ON | 2010

### SKILLS

#### Program and Design

- Completed site-specific research, calculations and review to determine site restrictions and feasibility to comply with zoning bylaws and Building Code
- Completed site visits, analysis, field observations, measurements and documentation
- Developed and coordinated program requirements and design concepts to determine the spatial relationships that best satisfy clients' programs
- Created presentation material for client meetings including colour boards, presentation drawings, digital 3D models, and physical models

#### Drafting and Contract Documents

- Prepared and reviewed permit, specifications, and construction documents
- Prepared structural drawings, details, and site instructions
- Reviewed drawings by Architect, co-workers and consultants for consistency and accuracy in design and details such as dimensions, mechanical, structural and Building Code compliance
- Prepared permit applications, drawings, RFI's and addendums

#### Project and Office Management

- Acted as the primary liaison with the client, contractor and project team to keep deliverables on track
- Maintained office network, drawing and file organization
- Created, implemented, and maintained office standards for both drawings and office practice
- Prepared and managed job proposals, project and employee workload and scheduling
- Prepared and managed project financials including business plans, proposals, budget and fee scheduling, PCN's and change orders, and invoicing
- Maintained a good understanding of the project scope and when changes to the scope occurred, negotiated solutions to ensure outcome met client expectations and contractual obligations
- Completed site inspection to observe project status and review construction details