**HIGHLIGHTS OF QUALIFICATIONS**

* Enrolled in 3rd year of the **Civil Engineering** program at McMaster University
* Excellent **verbal** and **written** **communication** **skills** developed as an Administrator Assistant in the McMaster Engineering Alumni Office
* Proficient in **AutoCAD**, **Inventor** and **MS Office** through project work including hockey arena capstone design project
* Strong **leadership skills** established as Camp Director for McMaster Engineering Summer Camp

**EDUCATION**

**Bachelor of Engineering, Civil (CO-OP)** Expected Graduation April 2019

McMaster University, Hamilton, ON

* Currently in level 3 of a 4-year program

**Relevant Coursework**

* **Concrete Mix Design:** Worked in a team to design, test and analyze different properties of fresh and hardened concrete [Received a grade of **93%**]
	+ **Construction Management:** Reviewed, planned, optimized and budgeted a rapid bridge replacement for Aecon. Finished in the top 3 teams in the class for the final project report and delivery [Received a grade of **88%**]

 **Relevant Courses**

|  |  |  |
| --- | --- | --- |
| * Steels Design
* Structural Mechanics and Analysis
 | * Computer Applications in Civil Engineering
* Geotechnical Engineering
 | * Civil Engineering Materials and Design
* Transportation Engineering
 |

**PERSONAL PROJECTS**

**Hockey Rink Design Project**

* **Worked independently** to design a 19” x 19” hockey rink for backyard setting
* Designed the grey water system and the **AutoCAD** structural drawings

**WORK EXPERIENCE**

**Produce Clerk** June 2015 – Present
Food Basics, St. Catharines, ON

* Developed strong **teamwork** and **problem solving** skills while working alongside co-workers and managers
* Developed exceptional **communication** and **interpersonal** skills by helping customers who have questions regarding pricing, products and shipments
* Neatly **organized** and stocked products that came in on shipments
* Worked 16 hours per week during the school year, which developed **time management** skills

**Camp Director** Apr 2015 – Sept 2017

Venture Engineering and Science, McMaster University, Hamilton, ON

* **Doubled attendance** at S.T.E.M. conference by increasing community outreach (ie. school visits, science fair booths)
* **Collaborated** with Indigenous communities to encourage STEM involvement through workshops, science fairs, and conferences held at McMaster
* Developed **strong leadership skills** when hiring, training, and managing a **team** of 53 high school volunteers and leading weekly staff meetings
* Improved **organizational skills** by planning and facilitating overnight Leadership Conferences for 300 students

**Office Administrator Assistant** Sept 2014 – Nov 2015

Dr. Park Dentistry Office, St. Catharines, ON

* Developed **strong interpersonal** and **verbal communication** skills when collaborating with 7 office staff members
* Utilized **MS Excel** to complete databases and budgets for various office events
* Used a **strong work ethic** when assisting in set-up, delivery and take-down of events planned by the office

**Store Front Team Member** Apr 2014 – Dec 2014

Tim Horton’s, Hamilton, ON

* **Improved efficiency** by reorganizing and maintaining inventory
* Provided excellent **customer service** in a **fast paced environment**
* Strengthened **communication** and **interpersonal skills** when engaging with customers, coworkers and senior management
* Ensured that health and **safety** procedure were upheld when handling food

**VOLUNTEER EXPERIENCE**

**Mentor on FRC Team 2067** Sept 2014 – Present

FIRST Robotics Team, St. Catharines, ON

* Oversee the building of a robot and ensure that robot building **deadlines are met**
* Use **problem solving skills** to recognize and help students who require additional guidance
* **Lead** a highly competitive team to participate in the FIRST Robotics **World Championships**
* Manage social media and website with the goal of gaining sponsorship and student recognition

**EXTRACURRICULAR ACTIVITIES**

* **Executive Member**, McMaster Women’s Football Team Sept 2016 – Present
* **Sub-Captain/Member**, McMaster Engineering Concrete Toboggan Team Jan 2014 – Present
	+ **Worked in a team** of 6 to create the chassis of the vehicle
	+ Achieved **2nd place** in the competition against 20 other Canadian universities
* **Member**, McMaster Flag Football Sept – Nov 2015
* **Member**, McMaster Intramural Soccer, Volleyball and Football Sept 2013 – Apr 2015

**SKILLS**

|  |  |  |
| --- | --- | --- |
| **Software*** Experienced in **MS Office** including Word, Excel, PowerPoint, Publisher and Project
* Proficient in **AutoCAD** modeling and **Inventor**
* Basic understanding of **HEC-RAS** and **HEC-HMS** modeling, **Maple** and **MapleSim**
 | **Laboratory and Safety Training*** **WHMIS** trained
* **Standard First Aid**
* McMaster University training including: Asbestos Awareness, Chemical Handling & Spills, Ergonomics, Ladder Training, Slips, Trips and Falls
 | **Languages*** **Italian** (fluent)
* **French** (basic)
 |

**REFERENCES AVAILABLE UPON REQUEST**