

SAAD SYED

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OBJECTIVE: To acquire a co-op student employment as a BIM/VDC Coordinator.

SUMMARY OF QUALIFICATIONS

- Over one-year Canadian experience as a professional **Architectural Technologist**
- Basic to advanced proficiency in AutoCAD, InfraWorks, Lumion, Navisworks, **Revit**, SketchUp, Tekla Structures, Maxwell Render and V-Ray for SketchUp
- Competent in the use of energy simulation tools such as **IES VE**, RETScreen, **eQUEST** and EnvStd
- Proficient at MS Office Suite applications: Word, Access, Excel, PowerPoint, Project and Publisher
- Exceptional writing skills conforming to the requirements of **OACETT** (Ontario Association of Certified Engineering Technicians and Technologists)
- Solid understanding and use of the **Ontario Building Code** (OBC)
- Excellent communication, interpersonal and team management skills for over nine-years leading multiple projects of different scopes and sizes to the satisfaction of the clientele
- My complete portfolio may be viewed on the website listed at the top of the page

EDUCATION

George Brown College	Building Information Modelling (BIM) Management	2016 – Present
George Brown College	Bachelor of Technology (Construction Management)	May – Aug. 2015
Centennial College	Architectural Technology Advanced Diploma	Graduated, 2012
University of Toronto	Humanities Program (Major: Architecture, Canadian History)	2007 – 2009

RELATED WORK EXPERIENCE

❖ **Technical Skills** at Q4 Architects Inc.

- Produced clear and detailed working drawings in AutoCAD for prefabricated homes using record drawings that met the lead designer's satisfaction and approval from the client
- Provided corrections for marked-up 'red line' drawings meeting the preferences and recommendations from the client, project manager and/or lead designer
- Participated in residential projects across both design and development teams

❖ **Management Skills** at Rayout

- Organised, prioritised and streamlined workloads; ensured a continuous workflow between each team member's respective tasks; eliminated errors and reiterations
- Administered the hiring process of novice and experienced applicants; helped and coached individuals with learning assigned tasks; monitored quality of task completion
- Successfully answered clientele inquiries and fulfilled their concerns; resulted in reduced complaints and concerns on project delays

RELEVANT WORK EXPERIENCE (CONTINUED)

❖ **Communication Skills** at Weekly Aaj Kal

- Coordinated and evaluated the youth section of a newspaper business; provided targeted content piquing reader interests; resulted in increased retention over the previous year
- Participated in the improvement of readership by 10% over a seven-month time frame
- Collaborated with the editor-in-chief in the design and development of the youth section; made the newspaper more appealing to a wider age group and gender audience

CERTIFICATION

- Associate Member of OACETT (Ontario Association of Certified Engineering Technicians and Technologists)
- Member of OBEC (Ontario Building Envelope Council)
- Member of TSA (Toronto Society of Architects)
- Member of bSC (buildingSMART Canada)
- Member of AUGI (Autodesk User Group International)
- Member of CanBIM (Canada BIM Council)

EMPLOYMENT HISTORY

BIM Lab Monitor & Tutor	George Brown College - Supervised lab activities according to college guidelines - Helped student enquiries in relation to CAD and BIM - Supported the CCET (Centre for Construction and Engineering Technologies) department with projects relating to the George Brown College homepage - Assisted the Angelo DelZotto School of Construction Management faculty for upcoming competitions/events	May – Aug. 2016
Architectural Technologist	Q4 Architects Inc.	Aug. – Nov. 2015
Draughtsman	GK Engineering & Technical Services	2010 – 2014

VOLUNTEER HISTORY

Group Manager	Rayout (Media Translation & Subtitle Provider)	2007 – Present
Youth Reporter	Weekly Aaj Kal	2009 – 2010
Public Tutor	Toronto Public Library, Dawes Road Branch	2004 – 2007

HOBBIES & INTERESTS

- Playing console and handheld games
- Watching Science Fiction films
- Taking unique photographs
- Video captioning