

SAAD SYED

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OBJECTIVE: To acquire employment in the Construction/Building Information Modelling (BIM) sector

SUMMARY OF QUALIFICATIONS

- Over one-year of Canadian experience as a professional **Architectural Technologist**
- Basic to advanced proficiency in AutoCAD, InfraWorks, Lumion, Navisworks, Revit, SketchUp, Tekla Structures, Photoshop, Illustrator, InDesign and **Procore** (Student Certified)
- Competent in the use of energy simulation tools such as IES VE, RETScreen and eQUEST
- Familiarity and experience with 3D Laser Scanning tools: **Trimble** total stations and **FARO**
- 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 10-years** leading multiple projects of different scopes and sizes to the satisfaction of the client
- My complete portfolio may be viewed on the website listed at the top of the page

EDUCATION

Centennial College	Construction Management (Postgrad); Expected: 2020	2019 – Present
George Brown College	Building Information Modelling (BIM) Management (Postgrad)	Graduated, 2017
George Brown College	Bachelor of Technology (Construction Management)	May – Aug. 2015
Centennial College	Architectural Technology Advanced Diploma	Graduated, 2012
University of Toronto	Humanities Program (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
- ❖ **Team Management Skills** at Sobeys
 - Organised, prioritised and streamlined work tasks; ensured a continuous workflow between myself and co-workers' respective responsibilities; eliminated reiterations and shrinkage
 - Maintained the highest level of safety standards as per Sobeys employee training and policies; helped and coached individuals with learning assigned tasks; monitored quality of task completion and suggested recommendations for future tasks
 - Successfully answered customer inquiries and fulfilled their concerns; resulted in reduced complaints and concerns on quality and lack of product

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

- Member of TSA (Toronto Society of Architects)
- Member of bSC (buildingSMART Canada)
- Member of AUGI (Autodesk User Group International)

EMPLOYMENT HISTORY

Produce Clerk	Sobeys - Analysing and reporting discrepancies in CAO (Computer Automated Ordering) system checks	2014 – Present
CAD/BIM Lab Monitor & Tutor	George Brown College - Supervision of lab according to college guidelines - Aided student enquiries in relation to CAD and BIM - Supported the CCET (Centre for Construction and Engineering Technologies) department with projects in relation 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

Student BIM Researcher (Transition Facilitator)	George Brown College - Liaison with lead BIM researchers for the development of an Electronic Information Management Plan (EIMP) - EIMP was relayed to inbound student BIM researchers	Mar. – May. 2017
Group Manager	Rlayout Media (Translation & Captioning)	2007 – Present
Youth Reporter	Weekly Aaj Kal (Bangladeshi Tabloid in Toronto)	2009 – 2010
Public Tutor	Toronto Public Library, Dawes Road Branch	2004 – 2007