

RÉJANE ANDERSON-CORMIER

1108-18 GRENVILLE STREET • TORONTO, ON, M4Y 3B3
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CAREER OBJECTIVE

Seeking for a respective career in architect field that utilize my skills and experience.

ACCOMPLISHMENTS

- Residential and commercial design, site inspections, working drawings, MiniCad, renderings
- Model preparation, preliminary design, AutoCAD
- Responsible for all phases of project planning and design from initial site visit to as built and drafting

SKILLS PROFILE

- 3+ years office administration, customer service and technical support experience
- Proficient using Microsoft Office Suite
- Proficient using AutoCAD 2008, 2009
- Practical knowledge in networks, computer peripherals and internet configuration
- Experienced data entry clerk
- Excellent organization and problem solving skills
- Ability to work independently or in groups, and meet deadlines with minimal supervision
- Strong leadership and interpersonal skills acquired through extra-curricular activities
- Established analytical skills through academic courses
- Self-motivated, punctual and quick learner who is eager to take on challenges

EDUCATION/PROFESSIONAL DEVELOPMENT

- Architectural Technology, George Brown College, Toronto, ON, Sept 09 - present
- Architectural Technician, George Brown College, Toronto, ON, Sept 07 – Apr 09
- General Arts, Undergraduate Academic Degree, Saint Mary's University, Halifax, NS, Sept 02 - Apr 05
- Collection Officer certificate, 2005
- Standard First Aid training, 2001
- Petty Officer Second Class, Royal Canadian Sea Cadets, 1997-2001
- Leaders Exploring All Possibilities conference, 1999

EMPLOYMENT EXPERIENCE

Subway Janitor (Summer Job Placement)

Building Service and Plant Maintenance Department

TTC (Toronto Transit Commission), Toronto, ON

May 09 – Aug 09

- Routinely maintain various subway stations and substations
- Clean and stock public and private washrooms
- Wash walls, staircases, windows, floors, metals, escalators, doors, elevators, garbage receptacles, etc.
- Sweep stairs, clean and dust escalators, etc.
- Remove graffiti, spillage, dusty surfaces, gum, stickers, garbage, etc.

Cashier

Loblaws Supermarket, Toronto, ON

Dec 08 - Present

- Greet and answer customers' questions, and provide information on procedures or policies
- Total merchandise orders and process payments via by cash, credit, debit, gift cards, etc
- Bag or box merchandise for customers
- Request assistance using a paging system
- Maintain clean and orderly checkout areas

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Administrative Assistant (Summer Job Placement)

Technical Service Department, Streetcar Maintenance - Operations

TTC (Toronto Transit Commission), Toronto, ON

May 08 – Aug 08

- Prepared document distribution packages
- Kept track of document transmittals
- Proofread, updated and maintained maintenance manuals
- Created an Access document database template

Data Entry Estimating Clerk

Estimating - Engineering and Construction

TTC (Toronto Transit Commission), Toronto, ON

Jul 06 - Aug 07

- Prepared tender comparison reports on Excel for estimating section database entry
- Prepared preliminary cost breakdowns on awarded contracts
- Updated estimating log book and prepared miscellaneous spreadsheets as required
- Archived estimating files and record pertinent file information
- Daily maintenance of files for storage of tender documents and other related duties

Collection Officer

CBV Collection Services Ltd., Toronto, ON

Nov 05 - Apr 06

- Collected funds, closed accounts, settled accounts, arranged payments, offered financial advice, prepared release letters, balance letters, settlement letters, and sent notices of overdue accounts
- Handled outbound and inbound calls
- Negotiated payment arrangements

Junior Computer Support/Help Desk Representative (Intern)

Department of National Defence Information Technology Sector,

Halifax, NS Federal Public Sector Youth Internship Program

Apr 04 - Feb 05

- Database entry, archived entries, compiled data and statistics using Excel and Word
- Typed and proofread correspondence and documents
- Prepared and maintained reports and files from electronic and manual files
- Assembled and processed documents and mailed manually and electronically
- Inventory management, calculated and kept accurate office supply inventory for an office of 15 staff, including computer components and accessories
- Experienced communicator and problem solver; responded to public inquiries (telephone, electronic and in person) with diplomacy and tact
- Facilitated staff and trained customers to successfully utilize computer programs and hardware
- Communicated on the spot, accurate information to staff, clients and public in a fast-paced information environment
- Greeted visitors in a friendly manner and directed visitors to employer or appropriate person

COMPUTER PROFICIENCY

- Proficiency in Microsoft Office and Professional, Microsoft Windows XP, Corel Word Perfect, SAP, and AutoCAD 2008, 2009
- Practical knowledge in networks, computer peripherals and internet configuration
- Excellent knowledge with the AS400, CT Agent Dialer system
- Computer hardware assemble and dis-assemble; installs and uninstalls software

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VOLUNTEER/EXTRACURRICULAR ACTIVITIES

Dean's Certificate of Recognition, Student Ambassador, George Brown College, Toronto, ON, Apr 2009

World House Habitat Mississauga Charrette, George Brown College, Toronto, ON, Nov 2008

Academic Excellence Committee, George Brown College, Toronto, ON, Sept 2008

Career Fair, Tech in the City, George Brown College, Toronto, ON, April 2008-2009

United Way Campaign Volunteer, Toronto Transit Commission, Toronto, ON, Oct 2006

"Frosh" (First year university students) Week Leader, Halifax, NS Sept 2003

Canadian Student Leadership Conference, Halifax, NS, Sept 2001

Go Make a Difference Leadership Conference, Halifax, NS, April 2001

References Available Upon Request