

EDUCATION

PROJECT MANAGEMENT

Northern Alberta Institute of Technology, December 2018

PROJECT LEADERSHIP

Northern Alberta Institute of Technology, June 2018

BASIC BANKING AND BUSINESS

Northern Alberta Institute of Technology

HIGH SCHOOL DIPLOMA

Archbishop O'Leary High School

SUMMARY OF RELEVANT EXPERIENCE AND QUALIFICATIONS

PROJECT MANAGER

September 2001 to May 2003

Canus Construction, Edmonton, AB

- Managed 15 to 20 projects ranging in a half million to over \$12 million with Canus Construction on high end commercial construction projects, including LVMH group of companies
- Conferred with supervisory personnel, owners, and contractors, design professionals to discuss and resolve matters, such as work procedures, complaints or construction problems
- Managed inventory of project materials, created purchase orders and sourcing specialty materials
- Take-offs from blueprints, completed purchase orders and responsible for managing various phases of the construction projects

ADDITIONAL EMPLOYMENT HISTORY

PROFESSIONAL DRIVER

September 2003 to February 2019

TJ Zaychuk Trucking, Edmonton, AB

APPRENTICE PLUMBER

May 1997 to April 2000

KC Plumbing and Heating, Vancouver, BC

March 1996

CUSTOMER SERVICE REPRESENTATIVE

Alberta Treasury Branch, Edmonton, AB