

Co-op Resume Gallery

School of Media and Design



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CODY LAMOUREUX

INTERIOR DESIGN STUDENT

CONTACT INFORMATION



1855 Walkley Rd
Ottawa, ON
K1G 7W5



613.721.8909 (H)
613.620.7654 (M)



cody.lamoureux@hotmail.com



[LinkedIn](#)

EDUCATION

Algonquin College, Ottawa ON
Bachelor of Interior Design (Honours)
Sept. 2016 - Present

Collège La Cité, Ottawa ON
Diploma in Architectural Technology
Sept. 2012 - June 2015

SKILLS

AutoCAD	■ ■ ■ ■ ■
Revit	■ ■ ■ ■ ■
Archibus	■ ■ ■ ■ ■
Adobe Suite	■ ■ ■ ■ ■
Microsoft Office	■ ■ ■ ■ ■
Lumion	■ ■ ■ ■ ■
Technical Drawings	■ ■ ■ ■ ■
Presentation Drawings	■ ■ ■ ■ ■
Critical Thinking	■ ■ ■ ■ ■
Time Management	■ ■ ■ ■ ■
Organizational Skills	■ ■ ■ ■ ■
Written Communication	■ ■ ■ ■ ■
Verbal Communication	■ ■ ■ ■ ■
Adaptability	■ ■ ■ ■ ■
Interpersonal Skills	■ ■ ■ ■ ■

LANGUAGES

Fluent French
Fluent English

PROFESSIONAL PROFILE

I am a bilingual individual that would like to pursue a future career in mixed-occupancy condominiums design. Through my employment in a corporate design setting, I have developed how to think innovatively and I enjoy discovering solutions through problem solving and meeting client requirements I am currently seeking employment with a creative corporate design firm and I believe my knowledge and exposure in both the architecture and design field demonstrates my passion for designing spaces.

WORK EXPERIENCE

Department of Justice, Ottawa ON
Junior Project Designer

June 2018 - Jan. 2019

- Manage small architectural and interior reconfigurations including conceptual layouts and designs
- Co-ordinate moves which involves working with clients in order to meet their requirements
- Manage tenant services requests and ensure that tasks are completed in a timely manner
- Develop design skills and knowledge of design trends in the corporate sector
- Verbal and written communication skills in order to provide and respond to client inquiries

Excel HR., Ottawa, ON
Architectural Technologist

Oct. 2015 - Jan. 2016

- Developing construction contract documents
- Analyzing building codes, by-laws, space requirements, site requirements and other technical documents and reports
- Prepare architectural drawings and specifications using AutoCAD and Revit

PROFESSIONAL AFFILIATIONS

- Arido, Student Designer working towards NCIDQ examination
- IDC, Student Designer

CO-CURRICULAR ACTIVITIES

Algonquin College Students' Association, Ottawa ON
Class Representative

Sept 2016. - Present

- Gather program-related feedback from peers in order to communicate the issues and challenges with the program coordinator
- Effectively communicate program-related information to peers regarding volunteering opportunities and course

Algonquin College's Bachelor of Interior Design Program, Ottawa ON
Student Mentor

Sept. 2017 - Present

- Build a support system with new students entering the Bachelor of Interior Design program
- Provide program-related information and answering students' questions and concerns regarding course-related assignments

REFERENCES

References available upon request.

Jamie Kurtis

kurt0109@algonquinlive.com

613-555-0982

<https://jamie.kurtis.wixsite.com/work>

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PROFESSIONAL SUMMARY

Highly motivated third year interior design student with experience in work space planning and facilities maintenance and management. Collaborative team player skilled at developing sustainable and people focused design solutions.

SKILLS

- Strong verbal and written communication skills.
- Strong interpersonal skills.
- Proficient in AutoCAD and Revit.
- Strong skills in Outlook, Word, Powerpoint, and Excel.
- Basic knowledge of Photoshop, Illustrator, InDesign, Acrobat, and Premiere Pro.
- Familiar with Ontario Building Code.
- Excellent attention to detail.

EDUCATION

Bachelor of Interior Design

Algonquin College- 2020

Ontario College Diploma in Design Studies

Algonquin College- 2016

Bachelor of Biomedical Sciences

Carleton University- 2014

CERTIFICATIONS

- WHIMIS (GHS)
- Ontario Worker Health & Safety Awareness (OHSA)
- Reliability Status

AFFILIATIONS

Association of Registered Interior Designers of Ontario- Student Member

September 2016- Present

WORK HISTORY

Export Development Canada- Design Student

Ottawa, Ontario 05/2018 - 08/2018

- Assisted designers and architects with administrative tasks such as taking furniture/equipment inventories, creating sample layouts, photocopying, measuring, and taking meeting notes.
- Created office and workstation configurations in accordance with The Government of Canada's Workspace 2.0 guidelines.
- Aided in move management.
- Assisted in the design and updating of electronic floor plans using AutoCAD.
- Aided in furniture set up and dismantling.
- Liaised with outside vendors.
- Assisted in monitoring and fulfilling facilities requests (furniture and building related).

Centura Floor and Wall Fashions Sales

Assistant *Ottawa, Ontario 02/2016 - 04/2017*

- Greeted customers and offered assistance with selecting merchandise, finding accessories and completing purchases.
- Answered client questions related to product and design knowledge of various tile, hardwood, laminate, quartz, and other material products.
- Used consultative sales approach to understand customer needs and recommend relevant offerings.
- Opened new merchandise and stocked sales floor racks and shelves.
- Processed cash, debit, and credit card payments.

REFERENCES AVAILABLE UPON REQUEST.

Salma Blair

(222) 999-6666

salma.blair@algonquinlive.com

Education

Algonquin College

September 2018 – April 2020

Horticultural Industries program (diploma)

Relevant Skills

- ❖ Knowledge of plants and their Latin names
- ❖ Capable of working with gardening tools
- ❖ Knowledge of proper equipment use
- ❖ Work well in hot/cold conditions for 10+ hours
- ❖ Able to work in a fast-paced environment/multitask
- ❖ Able to work the cash register/POS system
- ❖ Good customer service and retail experience
- ❖ Great problem solver
- ❖ Bilingual

Work experience

Cashier

November 2018 - Present

Simons

- Greeted customers in a friendly matter and informed them about our sales/promotions
- Placed out orders through Canada Post/Purolator
- Worked the cash, made sure the tills were balanced at the end of the day
- Answered and made important calls to customers, other store employees and head office
- Guided customers to the fitting room and helped with sales

General Labourer

December 2017 – August 2018

M&R Grass

- Worked on the production line and palatized
- Followed mandatory GMP's in the workplace (washed hands, sanitized, avoided cross contamination)
- Trained new employees on the production line

- Team Leader's helper, (assisted her with anything I could to the best of my ability)
- Helped repair the line if broken, roll changes (bending, lifting 50+ pounds, crouching down in tight spaces while the line is still running)
- Demonstrated good team work effort and leadership

Cashier and Garden Center Staff

June 2015 – August 2017

Canadian Tire

- Greeted and served customers in a friendly matter
- Bagged groceries, worked the cash, pushed carts
- Cared for the plants in the garden center (watered regularly, trimmed, kept healthy)
- Helped customers with any questions regarding plants and gardening
- Assisted them to their car if needed (for heavy purchases like soil, etc)

General Labourer

Grassy Meadows Landscapes

June 2014 – October 2016

- Designed flower beds/gardens
- Trimmed hedges, pulled trees/shrubs (if needed)
- Did general maintenance of the areas (weeded, mowed grass, kept the gardens tidy and aesthetically pleasing)
- Properly used equipment and machinery tailored to the job (zero-turn mowers, hedge trimmers, weed whackers, etc)

Certifications

- WHIMIS
- First Aid
- OHSA
- Working at heights
- G2 License

References

Grassy Meadows Landscapes

Roger Lalonde (Manager)

(222) 369-4567

Grassym@hotmail.com

Canadian Tire

Sylvie Deshaneau (Team Lead)

(222) 987-5621

S.deshaneau@canadiantire.ca

Dawn Stewart

PHONE: 666-999-9547 | EMAIL: stew0016@algonquinlive.com

EDUCATION

Horticultural Industries Diploma Program

Algonquin College – Ottawa, ON

Sept. 2018 – Present

Tourism and Travel Diploma Program

Algonquin College – Ottawa, ON

Diploma obtained May 2008

PROGRAM-RELATED SKILLS

- Job Safety and WHMIS certified
- First Aid certified
- OSHA certified
- Fall Prevention training completed
- Plant identification knowledge; including common and Botanical names
- Experienced in performing general landscape maintenance duties including weeding, removing annuals, planting bulbs, lawn care, cutting back perennials, etc.
- Experienced in performing general hardscape duties including excavating, screeding, laying interlock, cutting interlock pavers, etc.
- Skilled using various industry-required tools and heavy machinery, including a push mower, string trimmer, stone saw, rototiller, aerator, etc.
- Knowledge of plant care including soil requirements, watering, fertilizing, pest control, etc.
- Knowledge of crop harvesting practices, companion planting and experienced installing raised beds

WORK EXPERIENCE

Starbucks – Ottawa, ON

Barista

Apr. 2017 – Present

- Responsible for ensuring customer satisfaction in a fast-paced, high-customer-volume environment
- Communicating effectively with a small team to fulfill all customer orders and requests
- Adhering to safe food handling practices while preparing food and beverage orders
- Cash handling, maintaining a clean work environment, delivering exceptional customer service

Moco Loco Coffeehouse – Ottawa, ON

Coffeehouse Manager

May 2014 – Apr. 2017

- Demonstrated excellent leadership skills; actively motivated and lead team to success while maintaining a positive, cohesive work environment
- Controlled store costs effectively, including inventory, purchases, labour, waste and maintenance

- Held accountable for exhibiting the highest level of customer service, cleanliness, and operational expectations
- Responsible for all hiring, training, coaching, and progressive disciplining when necessary

Barrhaven Travel Agency – Ottawa, ON

Oct. 2012 – May 2014

Travel Counsellor

- Assisted business travelers with amendments to their travel reservations
- Consulted with airlines to meet customers' various travel needs
- Advocated for clients when issues or complaints would arise with airlines/hotels, etc.
- Made travel recommendations when appropriate

Lord Elgin Hotel – Ottawa, ON

Aug. 2010 – Oct. 2012

Guest Service Agent/Night Auditor

- Registered arriving guests and processed departures in a friendly, accurate manner
- Advised visiting guests about local attractions ensuring a positive visiting experience
- Handled guest complaints, rectified any guest issues in a prompt manner ensuring guest satisfaction
- Handled cash effectively

Disney World Resort – Orlando, FL, USA

Dec. 2008 – Dec. 2009

Attractions Host – Canada Pavilion, Epcot

- Hosted the O' Canada CircleVision 360° Attraction at the Canada Pavilion in Epcot
- Introduced the attraction to large groups and educated guests on Canada and its culture while adhering to the Disney Service Basics
- Monitored guest safety while in the attraction
- Reported any technical malfunctions or issues to the supervisor on duty, performed basic troubleshooting when necessary

Dawn Stewart

PHONE: 666-999-9547 | EMAIL: stew0016@algonquinlive.com

REFERENCES

- Shawna Savoy
Coffeehouse Manager
Starbucks Roasters
222-698-7896
Shawnas@starbucks.ca
- Guy Lee
Front Desk Manager
Lord Elgin
654-987-3215

EDUCATION

<u>Interactive Media Design</u> - College Diploma School of Media and Design, Algonquin College, Ottawa, Ontario • Dean's Honours List GPA: 3.73	Sept 2017 — Present
<u>Interactive Media Management</u> - Graduate Certificate School of Media and Design, Algonquin College, Ottawa, Ontario • Dean's Honours List GPA: 3.76	Jan 2017 — Aug 2017
Design Arts - Master Tianjin Polytechnic University, China	Sept 2011 — Mar 2014
Animation - Bachelor Tianjin Polytechnic University, China	Sept 2007 — Jun 2011

SKILLS

Graphics

- Photoshop
- Illustrator
- Sai
- Lightroom

Video/ Audio/ Animation

- After Effects
- Premiere
- Audition
- Animated
- DJI

Layout/ UX Design

- InDesign
- InVision
- Publisher
- Acrobat
- Sketch

Web Design

- HTML/ CSS
- WordPress
- Drupal
- Joomla

Multimedia

- Photography
- Videography
- Wechat Management System

Languages

- English
- Chinese

EXPERIENCE

UX Designer, Graphic Designer, Videographer Prints Inc., Ottawa • Designed prints (posters, brochures, logos) • Market/product animations • Video shooting and editing • Had frequent meetings with my supervisor to ensure we were on the same page and aware of expectations	Oct 2017 — Mar 2018
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Key Achievements:

- Provided excellently detailed approaches to propaganda, which resulted in excellent feedback from clients and customers

Graphic Designer, Jr. Front-End Developer, UX Interactive Media Management Client Project, Ottawa • Delivered high-quality design docs: sketches, sitemap, wireframes, prototypes and created color scheme	Mar 2017 — Oct 2017
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- Built a brand-new website on WordPress CMS platform with 2 other team members
- Created motion graphic video to showcase our project

Key Achievements:

- All my design work was displayed on the website
- Interacted with my team members and consulted with clients to understand their needs from conception to completion

Graphic Designer

Oct 2014 — Apr 2015

The ART Company, China

- Vi designer, Graphic designer, Social Media Executive

Key Achievements:

- Shared experience with peers on everything from basic broadcasting practices to final
- Brainstormed and developed new concepts and ideas
- Managed our social media account in addition to publishing news and articles
- Subscribers for our account increased by 70% during my time with the company

OTHER EXPERIENCE

Oct 2017 — Present

Restaurant, Ottawa

PROFESSIONAL DEVELOPMENT

3ds Max Training

Sept 2016 — Nov 2011

Qidian Arts Training Institution, China

AWARDS

Best Animated Short Film - Second Prize

Apr 2013

Ministry of culture of the People's Republic of China

VOLUNTEER EXPERIENCE

Newsletter designer and audio editor

May 2017 — Sept 2017

Ottawa Chinese community Service Centre, Ottawa

Event Cameraman

Jun 2017

Korean Culture Centre Canada, Ottawa

Event Photographer

May 2017

Ottawa Chinese Community Service Centre, Ottawa

Ryan Hill

PROFESSIONAL SUMMARY

- 3+ years of experience in communications, marketing and journalism
- 3+ years of experience using content management systems for the distribution of media on the web
- 1 year of experience in UX and UI design (education ongoing)
- 4+ years of experience in photography and video production
- 10+ years of experience providing excellent professional customer service

EDUCATION

ALGONQUIN COLLEGE, Ottawa, Ontario

Expected graduation, August 2019 / Interactive Media Design Program

- Took courses in HTML, CSS and JavaScript, as well as advanced principles in UX and UI design
 - Class projects included designing websites for mobile, tablet and desktop, and overhauling older websites to make them more user-friendly and visually appealing
 - Worked extensively with Adobe Creative Suite software for the design of logos, corporate branding guides, photo essays and employee profiles, as well as video and photography projects
 - Used the content management systems Drupal, Joomla and WordPress to create visually appealing websites for a photography business

ALGONQUIN COLLEGE, Ottawa, Ontario

April 2015 | Journalism Diploma, Dean's Honour List

- Learned how to research and write news articles for print and online media.
 - Honed my skills in writing, photography, video, editing and researching
 - Received the Metroland EMC Community Newspaper Award, given to the graduating Journalism student who possesses a passion for learning, an outstanding work ethic and exemplary attitude

CARLETON UNIVERSITY, Ottawa, Ontario

April 2012 | Bachelor of Communications, Dean's Honour List

- Learned how messaging is developed in order to reach the target audience clearly and concisely
 - Integrated various communications theories to study the effects of mass communications on populations
 - Studied the impacts of large multinational communications corporations on Canadian society and the economy
-

WORK EXPERIENCE

COMMUNICATIONS CONSULTANT, ELI LILLY, Ottawa, Ontario

May 2018-present

- Developed a comprehensive communications plan for a Russell, Ont.-based medical cannabis production company
 - The plan identified key stakeholders and included situational analysis, messaging, a communications platform and roll-out strategy
- Heavily researched communications strategies of other Canadian and American medical marijuana production companies and gained expertise in how those companies announced their presence, as well as how their respective communities responded to such announcements
- Created a robust social media strategy to inform potential customers about the company's presence, services and line of products

MULTIMEDIA JOURNALIST, POSTMEDIA NETWORK INC, Banff, Alberta

May 2015 – April 2017

- Employed as a journalist for a Postmedia newspaper covering issues pertaining to the Bow Valley, which includes the communities of Banff, Canmore, Lake Louise, Exshaw and Morley, and performed occasional duties of Acting Editor as needed
 - Stories received nation-wide circulation in the Postmedia chain of newspapers
 - Wrote profiles on local companies for small business publications. These stories were advertorial written to promote the businesses
 - Used the content management system FatWire to post content on the newspaper's website
 - Determined which articles would be of importance to our readers and positioned them on the web page according to their significance to the community
 - Became proficient in Adobe InDesign and other Adobe Creative Suite software in order to digitally lay out all content in the newspaper for publication

INTERN REPORTER, NEWSPAPER, Ottawa, Ontario

March 2015 – April 2015

- Completed a six-week internship
- Wrote articles and researched stories on the federal government for the newspaper's online and print editions
- Covered national stories of interest on topics such as anti-radicalization, misbehaviour of Parliamentarians and Bill C-51

REFERENCES

Neha Martin

613 – 000 - 1234

mart000@algonquinlive.com

EDUCATION

Interactive Media Design Diploma, Algonquin College, Ottawa ON

January, 2018 - Present

- Dean's Honour Role
- Selected Course Work: DSLR Photography and Video (Canon EOS 77D), Responsive Web Design (html, CSS, Javascript), Digital Graphics (Adobe Illustrator, Adobe Photoshop), Video Production (Adobe Premier Pro, Adobe After Effects), Content Management Systems (WordPress, Joomla, Drupal)

Bachelor of Education, **University of Windsor, Windsor, ON**

May, 1986

Bachelor of Arts, **Carleton University, Ottawa, ON**

May, 1985

PROGRAM-RELATED SKILLS

- **Principles of Design** were used to create print and web media
- **Photography** was used to create compelling images
- **Video production** techniques were used to create short video clips which can be found at my [YouTube Channel](#)
- **Motion Graphics Animation** for the intro and outro of video clips
- **UI / UX Web development** with a team to develop an "Animal Game"
- **html** was used to create the basic structure of a web page
- **CSS** was used to create the layout and format of a web site
- **JavaScript** games were developed that play in the console of Chrome
- **WordPress** web sites were created with the use of parent and child themes

ADDITIONAL QUALIFICATIONS

- Ability to communicate in a clear and professional manner
- Effective time-management skills are used to meet all deadlines
- Cooperative and team skills are used to complete projects
- Creative problem-solving using the elements of design

RELATED EXPERIENCE

Teacher, School Board of Education, ON

1988 - 2017

- Leadership skills were used to manage groups of up to 34 students
- Written communication skills were used to create documents such as Report Cards and Individual Education plans
- Conflict management skills were used on a daily basis when dealing with parents and students
- Presentation skills were used to communicate new ideas

Neha Martin

613 – 000 - 1234

mart000@algonquinlive.com

- Cooperative team projects were completed with other teachers, such as organizing field trips and school assemblies
- Time management and organization skills were used to follow detailed schedules and to meet deadlines
- Complex problem solving was used to interpret curriculum and develop engaging lessons and activities

ACADEMIC PROJECTS

- Photo restoration using Photoshop
- Avatar and Logo creation with Illustrator
- Responsive website design using only html and CSS
- Member of the UX team for the "Animal Game"
- "Man on the Street" interview was filmed and edited
- "Three Minute Video Story" about a person was filmed and edited
- Video advertising a product

OTHER WORK EXPERIENCE

Special Education Teacher, School Board of Education, ON

2000 - 2010

- Created programs for students with diverse needs
- Adapted quickly to new situations as they arose
- Set goals with teams of professionals consisting of speech pathologists, physiotherapists, occupational therapists, psychologists, and teachers

AWARDS

• [Capital Educators' Award](#)

2008

Recognized by the Ottawa Centre for Research and Innovation (OCRI) as an Outstanding Educator; Received the award at the annual EduGala held at Algonquin College

REFERENCES

Ingrid Wonder

Supervisor
School Board of
Education Phone number
Email

Keith Try

Colleague
School Board of Education
Phone number
Email



EDUCATION

Interactive Media Design, Algonquin College, Ottawa ON

January 2018 -
Present

- Dean's Honours List; Winter Term 2018

Program Related Skills

- Production of DSLR video using professional techniques and equipment.
- Design and development of professional vector assets, such as; app icons, game logos and assets, and personal brand logos.
- Communicate effectively with team-members, supervisors and peers in a professional environment.
- Build stylish, responsive websites using HTML and CSS. Applying UX design principles and formatting.
- Create responsive websites using many of the industry's top web CMS systems; Wordpress, Shopify, Joomla!, and Drupal.
- Take professional level photographs and edit using Adobe applications.
- Skilled at managing and coordinating a team to work efficiently and effectively.
- Use effective time-management in order to schedule tasks and complete projects on time.

Related Experience

Multimedia Designer, Planting Company, Ottawa ON

March 2018 -
Present

- Developed web pages using Wordpress to help generate leads which were then connected to an email marketing system.
- Shot, edited and updated the product photography on two ecommerce websites, including 360 gifs of each product.
- Produce video content for website pages and product info pages.
- Edit and produce digital marketing ads in order to generate sales and brand awareness.
- Add and edit products on Shopify, and SiteSell content management systems.
- Developed time-management skills in order to work quickly and effectively to meet deadlines.

Academic Projects

Business Marketing Video – Shot and edited a business marketing video intended to increase brand awareness and web traffic

App Loading Screen Assets and Logo – Created a moving loading screen using SVG to animate a vector illustration

Three Camera Studio Interview – Shot and edited a studio interview using professional techniques and equipment

Business Websites – Created responsive business websites using Wordpress, Drupal, and Joomla!

Personal Portfolio Site – Coded a personal site using HTML and CSS to create web pages, contact forms, and photo gallery pages

Software Skills

Ai ● ● ● ● ●

Ps ● ● ● ● ●

Lr ● ● ● ● ●

Pr ● ● ● ● ●

Ae ● ● ● ● ●

Windows, macOS,
Microsoft Office, Brackets,
Visual Studio

Content Management

Systems

Wordpress

● ● ● ● ●

Shopify

● ● ● ● ●

Joomla!

● ● ● ● ●

Drupal

● ● ● ● ●

Programming languages

HTML/CSS

Javascript

Liquid



Matt MacDonald

Multimedia Designer

(613) 333-4444 | macd000@algonquinlive.com | mattmacd@hotmail.com
mattmacdonald.com

May 2017 -
October 2017

OTHER WORK EXPERIENCE

Supervisor, Coffee Shop, Guelph ON

- Provided excellent customer service by creating relationships with customers and helping them with common issues
- Developed strong delegation skills by delegating daily tasks that needed to be done every shift
- Managed stores and staff to ensure the shift went smoothly during afternoon shifts
- Used leadership skills to create a positive work environment and relationships with staff

February 2016 -
June 2016

Retail Salesperson, Express, Guelph ON

- Maintained clothes displays by keeping them organized and folded properly
- Reached sales targets by forming relationships with customers and trying to fill their needs
- Developed customer service skills by demonstrating product knowledge

Summer 2015

Volunteer Experience

Camp Counsellor, Camp, Lakefield ON

- Developed strong team building skills while leading groups of kids through activities and games
- Taught various skills to kids through camp programs and activities
- Exercised problem-solving skills daily while managing a cabin of kids as their counsellor

References

Arthur Cole

Owner/Founder

Planting Company

(123) 123-1234

email@plantingcompany.com

Daisy Slone

Store Manager

Coffee Shop

(000) 000-0000

email@gmail.com