Joy Mint
1235 Mackay, Apt.112
Montreal, Quebec, H5D K8L
(514)-656-9863
joy_of_cv_writing@yahoo.com

PROFILE

- Extensive knowledge of environmental testing procedures, project development and work-site safety protocols
- Experience using AutoCAD to create detailed design plans
- Ability to offer quality customer service in both English and French
- Eager to contribute innovation and creativity in the field of Building Engineering

EDUCATION

Bachelor of Engineering DATE
Building Engineering
Concordia University, Montreal, Quebec
Cumulative Grade Point Average: 3.78 / 4.30 index

Relevant Courses: Construction Engineering, Structural Design, Structural Analysis, Engineering Materials, Construction Processes

Diploma of Collegial Studies DATE
Pure and Applied Sciences
Champlain Regional College, St. Lambert, Quebec

LANGUAGES

Fluent English, French and Bengali

COMPUTER SKILLS

Programming Languages: C/C++, Java, Visual Basic 6.0, HTML
Operating Systems: DOS, Windows, Mac OS
Software Packages: MS Office, MS Project, AutoCAD, GS 200, CarrieE20II

ACADEMIC PROJECTS

Ground Source Heat Pump
- Developed plan for a ground source heat pump capable of servicing an office building in downtown Montreal
- Analyzed data and performed accurate calculations of equipment performance (pumps, water pipes, heat exchanger, fans and ducts)
- Evaluated initial price and long-term energy costs using Excel and Gs2000 software
- Collaborated with four classmates and presented project to groups of Concordia Students

Energy Audit
- Evaluated the energy performance of an existing home in collaboration with 2 students Conducted tests using an infrared thermograph, a blower door and smoke pencils to find
- areas of heat loss and air leakage
- Generated a detailed recommendation on cost-effective energy conservation

Air Quality
- Investigated air quality in an indoor swimming pool
- Utilized temperature and relative humidity loggers to record data,
- Performed a visual inspection of the building and obtained air samples using an air sampler pump/filter
- Compared data to ASHRAE standards, analyzed air samples and interpreted HVAC plans to determine airflow

WORK EXPERIENCE

Computer Lab Assistant DATE
Concordia University, Montreal, Quebec
- Assist diverse range of students with programming and software questions Install and update software ensuring that all programs work correctly
- Ensure that all lab policies are followed by students and faculty Solve small technical problems in an efficient manner

Cashier DATE
Lovely Day Boutique, Saint-Laurent, Quebec
- Performed sales, returns and exchanges at busy clothing boutique Balanced end-of-day receipts to determine cash flow
- Addressed clients concerns and complaints in a calm and friendly manner

Camp Coordinator DATE
Montreal West CRA Day Camp, Montreal West, Quebec
- Created and implemented an 8 week summer program for children aged 8-12 Recruited, supervised and scheduled staff of 6 counselors
- Organized and participated in community events throughout summer
- Developed great leadership, teamwork, communication and time management skills

VOLUNTEER EXPERIENCE

Childcare Assistant DATE
Montreal Children's Hospital, Montreal, Quebec
- Animate weekly story hours for children of varied ages
- Organize arts and crafts hour, adapting to unique needs of each individual child

EXTRA-CURRICULAR ACTIVITIES

Active Member DATE
Engineering and Computer Science Association
Concordia University, Montreal, Quebec
- Collaborated in organizing annual fund-raising drive bringing in over $3,000
- Created posters, flyers and advertisements promoting association and its events

INTERESTS

Short Fiction, Alpine Hiking, Automobile Mechanics, Graphic Design, Fusion Cuisine

References Available Upon Request