

# Meriam Khan

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## Skills & Proficiencies

- Proficient in architectural programs including Revit, AutoCAD, Microsoft applications, Building Information Modeling, and Adobe skills.
- Excellent communication and time management skills by prioritizing and delegating tasks amongst a team.
- Understanding of Ontario Building Code (OBC) and building science principles.

## Education

Bachelor of Science in Architectural Technology | South East Technological University **2023 - 24**

Architectural Technology Advanced Diploma | Humber College **2020 - 23**

## Professional Experience

**Junior Residential HVAC Designer, McCallum HVAC Designs **2024****

- Prepared detailed CAD drawings for HVAC design projects, ensuring it is met to industry standards.
- Conducted comprehensive heat loss/gain calculations to optimize HVAC system efficiency and performance.
- Performed duct sizing calculations to ensure proper airflow and system balance.

**Detail Engineering Intern, Pre-Con Precast Limited **2023****

- Able to calculate structural components of precast walls and their location for unit drawings alongside lead engineer.
- High attention to detail and exceptional organizational skills when producing units and correcting markups.
- Ability to read and understand construction and structural drawings to produce and verify units.

**Cashier, Browns**

**2023**

- Processing all transactions accurately and efficiently in accordance with established policies and procedures
- Answered customer calls, reached email capture goals monthly and prepared cash and credit transactions reports.

**CADD Technician Intern, PICCO Group **2022****

- Developed detailed shop drawings, shop tickets, connection details, and hardware BOM's for fabrication using AutoCAD and Revit.
- Strong ability to read contract documents including architectural drawings, specifications, design details & shop drawings.

## Awards & Scholarships

**General Contractors' Section, Toronto Construction Association Scholarship, Humber College **2023****

- Recognizes high academic standing alongside a successful co-op placement with interest in project management.

References Available Upon Request.