

Angela Court



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Objective

To obtain employment in the industry where I can utilize my knowledge and skill.

Education

BSC in Engineering (Completing 2 nd Year) University of Prince Edward Island Charlottetown, PEI	2015 – Present
Engineering Diploma (Completing 2 nd Year) University of Prince Edward Island Charlottetown, PEI	2015 – Present
Construction Technician Diploma Holland College Charlottetown, PEI	2013 – 2015
Grade 12 Academic (Early French Immersion) Bluefield High School North Wiltshire, PEI	2009

Relevant Courses

- AutoCAD
- Engineering Design (2 years)
- Thermo-Fluids (I and II)
- Material Science
- Strength of Materials
- WHMIS
- First Aid
- Project Management
- Quantity Take-off
- Structures
- Residential Drafting and Design
- Codes and Standards
- Surveying Fundamentals
- Drafting Fundamentals

Skills

- Strong mathematical skills
- Detail oriented
- Very strong organizational skills
- Proficient in Word, Excel, PowerPoint, and Project
- Strong AutoCAD skills
- Strong teamwork skills
- Bilingual verbal communications (French)
- Bilingual written communications (French)
- Strong troubleshooting and problem-solving skills

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Experience

Student Employment 2009 – Present

*University of Prince Edward Island
Charlottetown, PEI*

Enrollment Services- Campus Tours (2016-Present)

Lead tours of the University campus for new students and families, sharing my deep knowledge of the university and the experiences I have gained throughout my years attending the University.

Responsibilities

- Organize the tour according to student interests
- Answer questions of new students or family members
- Provide an upbeat fascinating tour of what the university offers

Facilities Management- Maintenance and Office Assistant (2009–2015)

Throughout my years working as a student worker in the facilities management department my jobs became very diverse. I began by working on the grounds, ensuring the campus was kept up to standard by cutting grass and cleaning up the grounds to delivering mail and equipment around campus. The experience I received from working for Maintenance in the Facilities Department enabled me to acquire the office student assistant position. Working in the office, ranged from organizing the campus parking pass distribution and sales to update documents, creating spreadsheets, creating work orders to distribute jobs to the appropriate foremen.

Responsibilities

- Organize and sell parking passes to employees and students
- Design pamphlets and handouts for the university parking
- Create and process work orders for the campus
- Create a Facilities and Security Department staff training matrix
- Organize Maintenance and Custodial clothing orders and distribute to staff

Security Services- Desk Attendant (2010-2011)

Receive all incoming calls to campus security and dispatch the proper officer for the situations. Everything in security services is confidential and must be recorded accurately as it may be required as evidence. Contact appropriate personnel for the different alarms that could go off and follow protocol in the event of an emergency.

Responsibilities

- Dispatch officers when required on campus
- Record and document all phone calls and radio dispatches to and from security desk
- Write end of shift report for head of security
- Follow proper protocol when the alarm system goes off

Student Employment June 2014 – October 2014

*Department of Transportation and Infrastructure Renewal
Charlottetown, PEI*

As a student in the Construction technology program at Holland College, I was able to work for the Department of Infrastructure Renewal for the summer after my first year of studies. My position was extended to enable me to complete my on the job training for the Construction Technology program. The position was quite diverse from working in the soils lab in Mount Stewart, Inspecting the Rails for Trails, Inspecting and documenting culverts/small structures, recording equipment and deliveries made to work sites.

Responsibilities

- Record processes done for training other employees
- File and enter data for the culverts on PEI
- Keep track of equipment and deliveries on work site
- Travel Rails for Trails ensuring all markers are correct and do trail inspections.
- Sieve materials and record data in the soils lab in Mount Stewart.

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Volunteer

Provincial Science Fair

Engineering Role Model for Children (2016)

Set up and facilitate engineering activities for children. For examples has built a tower of recipe cards to support a small weight.

Holland College Student Services (2013-2016)

Tutor

Tutoring students from the Architectural Technology program and the Construction Technology and Management program in Math, Physics, Statics, and Structures.

Holland College Athletics (2013-2015)

Hockey Game Volunteer

Sold admission and 50/50 at the men's and women's hockey games.

Interests

Hockey

Pownal (2005 - 2009)

North River (2000 - 2005)

Rugby

Bluefield High School (2008)

Charlottetown Rural (2009)

Awards

2015 Road Builder Association Award

For academic excellence and outstanding ability.

MVP (2008)

Most valuable player for Women's Rugby 7's at Charlottetown Rural High School

References

Terry Mckenna P.Eng., M.Ed.

Construction Technology and Management Program Manager

Holland College

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