

ARUN SINGH

ABOUT

Results-driven professional with experience in architectural manufacturing, cost estimation, and project coordination. Background includes Production Supervision in architectural manufacturing and PRO Account quoting at Home Depot. Holding a Specialist Degree in Architectural Design, I bring strong skills in budgeting, material selection, and project coordination, with a focus on delivering projects on time and within budget, while developing lasting relationships.

CONTACT

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SKILLS

Rhino3D
Adobe Creative Cloud
Microsoft Office
Bluebeam
AutoCAD
Revit
Strategic Planning
Architectural Drawing Interpretation
Construction Methods
Project Budgeting
Excellent People Skills
Priority Management
Relationship Building
Training and Mentoring
Detail Orientated
Organization and Time Management
Inventory Oversight

EDUCATION

University of Toronto – John H. Daniels Faculty—
Specialist Degree in Architectural Design

September 2020 – June 2024

WORK EXPERIENCE

Sky Acoustics – Production Supervisor & R&D Specialist

May 2024 – Currently

- Worked with various materials (e.g., fiberglass, drywall, aluminum, etc.) to conduct various R&D testing
- Managed labour and cost tracking per job to audit and take note of inefficiencies
- Managed production costs by implementing formal reports (e.g., waste minimization initiatives)
- Collaborated alongside various Project Coordinators, Project Managers and the Architectural Estimation team to plan effective and cost efficient ways for production and to meet tight deadlines
- Honed my skills in various CAD software to implement an easy understanding of architectural and engineering shop drawings at a commercial scale
- Supervised an architectural manufacturing plant, delegating tasks and responsibilities to ensure productive workflow
- Monitored team performance, providing feedback to provide premium products
- Coordinated with inventory and quality control checks to create efficiency within operations
- Analyzed production data to track quality metrics
- Designed and authored operational and production policy and procedures
- Served as a main point of contact between production teams and senior management to ensure exceptional quality
- Carried out daily supervisory tasks (e.g., Health and Safety, tool and machinery operational checks, scheduling, production planning, etc.)

Home Depot Canada – Hardware Sales & PRO Accounts Associate

March 2022 – May 2024

- PRO Accounts Associate (building contracts, logistic planning for construction businesses, quoting various construction projects) – Ranked Number 1 in Local Pro Leads

- Actively engaging with customers to establish a strong and lasting relationship
- Working as an Associate Coach throughout the store to train and develop new hires about product knowledge, exceptional customer service, operational/merchandising tasks as well as Home Depot processes and policies
- Cross-trained in multiple departments (Hardware, Pro, Cash, Lumber and Building Materials)
- Developed operational and accuracy skills through being part of the Inventory Prep team and actively taking feedback to prepare for manager audits
- Solving customer challenges while maintaining a calm and professional manner
- Assisting in completing various counts and Department Supervisor Tasks (e.g., CG, AG, Priority Write-Offs, Clearance Execution)
- Managing Operational Reports
- Complete merchandising tasks (e.g., MPS, overhead management, pack down, bay maintenance)
- Utilizing multiple techniques to generate leads and sales

**St. Joseph Catholic Secondary School – P.A.T.H CO-TEACHER
Grade 10 Academic Math and Construction Homebuilding**

August 2019 – June 2020

- Communicated frequently with students and faculty to provide feedback and discuss instructional strategies.
- Incorporated exciting and engaging activities to achieve student participation and hands-on learning.
- Planned and implemented integrated lessons to meet national standards.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Taught power/hand tool safety, homebuilding, carpentry skills (reading and drawing orthographic drawings, carpentry techniques)
- Taught Grade 10 Academic Math and Construction Curriculum, as well as working with my superior teacher to make goals on effective teaching methods and creating a professional and lasting relationship with my students
- Mark and give feedback to improve skills and make concepts clearer
- Encouraged my students that making mistakes is part of the learning experience and to grow from it
- Supervised my classroom in order to maintain safety, productivity and effective learning
- Worked in a team setting to provide support and guidance

SOFTWARE

- Rhino 3D
- AutoCAD
- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Revit
- Microsoft Office
- Bluebeam

PORTFOLIO AND REFERENCES

Available upon request