

MICHAEL "MIGUEL" MEJIA

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Key Achievements

Project Deadline Management

Led team to achieve 100% project deadline adherence for 10+ construction projects in 2023.

Enhanced Drawing Accuracy

Improved drawing accuracy by 30% through detailed architectural review process.

Client Satisfaction Improvement

Organized 50+ client meetings, improving client satisfaction scores by 25%.

Experience

Mattamy Homes Ltd

Architectural Coordinator - Front End

Mississauga, ON

06/2023 - Present

- Utilize AutoCAD to translate rough drawings and ideas to customer friendly specifications
- Host new Development meetings and create PDSF's in post
- Create marketing brochures using previously established ACO's and renderings
- Review and approve all incoming and outgoing preliminary and final drawings
- Conducting post-project evaluation and identifying successful and unsuccessful project elements
- Editing and adapting plans and sketches for costumer and client viewing

Mattamy Homes Ltd

Architectural Coordinator - Back End

Mississauga, ON

04/2022 - 06/2023

- Reviewing Architectural drawings, HVAC Designs, Floor Layouts, and Truss Layouts for Construction
- Maintaining City Standards and Understanding of by-laws/OBC
- Communicating with Architects and City members about project status & more
- Overseeing multiple projects at one time and managing progress and completion
- On-Site visitation to current and planned projects
- Liaison between on-site staff and architect for status updates, planning, and incoming change
- Coordinate with architect to assist in active design changes to minimize live disruption
- Held impromptu meetings with front end staff and organizers to create smooth flow of work
- Completed high volume data entry

John G. Williams Ltd

Architectural Coordinator

Richmond Hill, ON

09/2020 - 04/2022

- Reviewing and stamping Architectural drawings for Architectural Control
- Maintaining City Standards and Understanding of by-laws/OBC
- Attention to detail with Architectural Control
- Reviewing Colour Package Selections for approval
- Communicating with builders and city members about preliminary and final approved drawings as well as site plans/ sitings
- Overseeing multiple projects at one time and managing progress and completion

Education

Centennial College

Architectural Technician Diploma

Scarborough, ON

09/2018 - 04/2020

Skills

Adobe Illustrator , Adobe InDesign , Adobe Photoshop , AutoCAD ,Bluebeam ,HVAC , InDesign , Microsoft Excel ,Microsoft Word , Photoshop , Illustrator , Revit , JDE , BuildPro