

Kaelann Herbert

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Third-year student in the Bachelor of Applied Technology – Architecture/Project and Facility Management program at Conestoga College. Hands on experience in the built environment, site coordination, and technical documentation. Proficient in MS Project, Excel, Word, AutoCAD, and Revit. Applies a methodical approach to problem-solving, effective communication, and collaborative execution of project deliverables. Seeking a Winter (January-May) 2026 co-op to contribute to impactful projects.

EDUCATION

Bachelor of Applied Technology (Honours)- Architecture - Project and Facility Management **2023 – Present**
Conestoga College, Cambridge, ON

HIGHLIGHTS OF SKILLS AND QUALIFICATIONS

- AutoCad, Revit, and SketchUP: Applied in academic projects for technical drawing annotations, schematic layouts, and plumbing and electrical system diagrams.
- MS Project and Excel: Used in academic projects for scheduling, cost estimation, and scenario modeling.
- Ability to apply OBC standards to site planning.
- Microsoft 365: Experienced in Word (report formatting), Excel, and Outlook (team coordination).

RELATED EXPERIENCE

Electrical Trades Assistance, Fabian Electrical Services, Mississauga **June 2024– August 2025**

- Interpreted residential electrical plans and assisted in layout implementation across projects.
- Coordinated with trades to ensure timely installation of wiring and fixtures per safety codes.
- Supported material tracking and site preparedness, contributing to efficient project planning.
- Operated hand and power tools, maintaining a safe and organized workspace.
- Gained exposure to project sequencing and contractor collaboration in a construction environment.

ADDITIONAL EXPERIENCE

Donation Receiving and Sorting, Regeneration Thrift Store, Brampton **November 2022- March 2023**

- Managed donation intake and inventory organization, optimizing layout for accessibility.
- Delivered customer service and logistical support during high-volume donation periods.
- Demonstrated attention to detail and teamwork in a fast-paced, service-oriented environment.

Student Support Volunteer, Aylesbury Public School, Brampton **January 2020- February 2020**

- Facilitated classroom activities and supervised students during structured learning blocks.
- Supported educators in maintaining a positive and organized learning environment.