

# **Michèle Gagnon**

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## **EDUCATION**

### **Carleton University**

Second year in Major of Architecture, minor in design

From 2015 to today

### **La Cité College**

Degree in Technology of Architecture

From 2012 to 2015

### **Nicolas-Gatineau high school**

Degree in general education

From 2007 to 2012

## **FORMATION**

### **Tutoring training**

Winter 2014

### **Leadership training – 3 trainings**

Summer camp, Relais des Jeunes Gatinois

Between Summer 2007 and Summer 2011

## **WORK EXPERIENCE**

### **La Cage – Brasserie Sportive**

From June 2016 to today

- Mix the drinks for the restaurant, welcome the clients and bring them their meal

- ✓ Customer Service
- ✓ Communicate with the team and the clients
- ✓ Execute the requested tasks
- ✓ Teamwork
- ✓ Committed to work
- ✓ Manage time spent at work and at school

### **Lapalme-Rheaut Architects and Associates**

From May 2015 to April 2016

- Renovation and restauration of existing buildings

- ✓ Meetings with clients and consultants
- ✓ Survey to map out existing conditions
- ✓ Collaborate with an architect to find a concept for the project
- ✓ Bring the project to the execution stage

- Designing a new project

- ✓ Meetings with clients and consultants
- ✓ Collaborate with an architect to find a concept for the project
- ✓ Bring the project to the execution stage

- Project Management

- ✓ Manage the time of different projects in order to reach the objectives before the deadline

# Michèle Gagnon

## **Student Aid at La Cité College**

From Winter 2014 to Fall 2014

- Individual tutoring and in group
  - ✓ Help students in difficulty
  - ✓ Management of student groups
- Take notes
  - ✓ Help students to understand course material

## **Tim Hortons**

From 2012 to 2015

- Customer Service
  - ✓ Welcome the clients
- Cashier

## **Relais des Jeunes Gatinois**

Between Summer 2006 and Summer 2011

- Summer camp animator
  - ✓ Organize activities for children from 8 years old to 10 years old
  - ✓ Ensure discipline, respect and safety of the children

## **VOLUNTEERING EXPERIENCE**

**Collection donations for the Pavillon du Parc Foundation** 2015

**Preparation in a volleyball tournament event** 2015

The money collected went to the Pavillon du Parc Foundation

**Canada Day** 2011

Monitor children in inflatable structures

**Vigie Center Bingo** 2005

Help elders to play bingo

## **SKILLS**

**Languages spoken, written and read**

French and English

## **Informatics**

AutoCad, Revit, Rhino, Lumion, Photoshop, Adobe Illustrator

Microsoft Office (Word, Excel, Powerpoint) and PDF