

# Rachael Boudreau

## Architecture Student

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**Rachael Boudreau**

Ottawa, ON, K1V 6W5

647.469.3624

boudreaurachael123@gmail.com

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### Skills

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Hard worker with the ability to complete any given task in a timely manner.

Strong communication skills.

Able to work in a fast paced environment.

Able to work independently and problem solve without direct supervision.

French as a second language.

Extensive knowledge in AutoCad, Sketchup, Adobe (Photoshop, Premiere, Illustrator), Microsoft (Excel, Word, Powerpoint), and beginner knowledge of Revit and Rhino.

Sufficient Technical drawing/Hand drafting skills

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### Experience

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#### **Cora / Hostess**

October 2019 - PRESENT, Alta Vista, Ottawa ON

Greet customers, place them at a table. Set up tables with silverware, place mats, and hand out menus as the customer is seated. Clean up the table, remove dirty dishes, and reset place mats. Cash out customers and close the restaurant.

#### **Multimatic / Production Worker**

June 2018 - September 2018 & May 2019 - September 2019, Newmarket ON

Working in the shipping and receiving office, painting walls, posts and railings and cleaning heavy welding machinery. I was also responsible for working on the assembly line and packing and loading products into shipping trucks.

#### **McDonald's / Crew Member**

December 2015 - August 2018, Uxbridge ON

I ensured that every guest is treated in a fast and friendly way. I worked in the kitchen preparing food while also working at the front counter assisting customers through the ordering process. I was responsible for operating the cash register, running the drive-thru, and working the grill.

## **Dimples Charms / Graphic Design Artist (Co-op)**

May 2017 - June 2017, Uxbridge ON

I managed and designed all social media posts. Created video design and commercial posts. Transferred designs to Autocad drawings and then to 3D printing files for the jeweller. I also filled out data entries of customer information, did inventory count and packaged and shipped products.

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## **Education**

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### **Carleton University / B.A.Arch**

SEPTEMBER 2018 - MAY 2022, OTTAWA ON

Currently attending Carleton University for my Bachelor in Architectural Design and about to complete my fourth term May of 2020.

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## **Volunteer experience**

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Big Sister Mentor - BBBS Program (September 2017 to June 2018)

Assistant karate Instructor (June 2014 to present)

Food bank storing – Uxbridge (Summer of 2014, 2015, 2016)

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## **References**

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### **Kristen Washco, Studio instructor**

Carleton University  
1125 Colonel By Dr,  
Ottawa, ON K1S 5B6  
KristinWashco@cmail.carleton.ca

### **Kristen Jackson, General Manager**

McDonald's uxbridge  
296 Torornto St,  
Uxbride ON L9P 1N5  
905 852 0554  
kristinmcdca@gmail.com

**NOTE:** *One of my previous managers at McDonald's*

### **Patti Moloney, Chief Marketing officer**

Dimples, jewelry company  
280 Main Street North, Suite 200  
Uxbridge, ON, L9P 1X4  
1-844-852-5802  
info@dimplescharmes.com

**NOTE:** *Previous boss for high school co-op position*