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## CURTIS SMITH

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Currently enrolled in a Full Stack Developer bootcamp program completing May 2021. Graduate of CEAB-accredited Bachelor's in Civil Engineering program backed by successful leadership experience and knowledge of engineering theories, principles, specifications, and standards. Skilled working in an agile, fast-paced, multi-tasking work environment.

## QUALIFICATION HIGHLIGHTS

High Level of Analytical Thinking	Highly Detail Oriented	Tableau
Technical Writing	Great Customer Service	VBA
Critical Thinker	Engineering Fundamentals	SharePoint
Team Leader	Problem Solver	Jira/Confluence
Work Effectively Under Pressure	Networking	

## CERTIFICATIONS

**Microsoft Certified: Azure Fundamentals AZ-900** **May 2020**

## EDUCATION

**Full Stack Developer, Boot Camp** **November 2020 - Current**

**University of Toronto, Continuing Education**

JavaScript, HTML, CSS, jQuery, Bootstrap, Node.js, MySQL, MongoDB, Express.js, React.js, GitHub

**Civil Engineer**

**Carleton University, Ottawa**

**April 2015**

Bachelor of Civil Engineering - Concentration: Structural and Fire Safety Engineering

**Coursework Concentration:** Project Management, Fire Safety Engineering, Advanced Matrix Analysis, Pre-stressed Concrete, Wood Engineering, Municipal Engineering, Geotechnical Engineering, Advanced Multivariable Calculus, Statistical Analysis

**Lycée Edouard Herriot École** - Coublevie, France

**Winter 2006**

Semester abroad program to learn French

## PROFESSIONAL EXPERIENCE

**TD Canada Trust – Enterprise Architecture, Toronto**

**IT Architect Analyst II**

**May 2020 – Current**

**IT Architect Analyst I**

**September 2020 - May 2020**

Currently working for Architecture Practice within the Strategy & Governance Team. Assisting with supporting the Global Technology Architecture Council (GTAC) meetings and process'. Support the Technology Reference Model (TRM). Build and maintain team sites and workflow.

- Provide maintenance and support duties for Technology Standards Book of Record (TRM).
- Provide maintenance and support duties for Enterprise Architecture sites and presence.
- Create and maintain tooling to automate and assist with assurance tasks.
- Participate in assignments for the advancement of Architecture process, practices, artifacts, tools and published materials.

**IT Support Analyst I****September 2018 – September 2019**

Worked on the Governance team for Enterprise Architecture, had the opportunity to help with the GTAC, and Architecture Review Board (ARB) process which oversees all technology projects implemented in the Bank. Opportunities to step in and out of other areas under the Strategy and Governance team when needed.

**TD Canada Trust – Enterprise Architecture, Toronto****Administrative Assistant****May 2017 – September 2018**

Administrative Assistant to multiple Executives within Enterprise Architecture Maintain calendar bookings and appointment to allow an efficient schedule for Executives. Attended ARB meetings and managed agendas and changes. Created and maintained reports on hours and equipment. Responsible for On and Off Boarding colleagues and transfers providing a seamless transition. Participated and helped organize team outings and conferences.

**Fairmont Chateau Laurier, Ottawa****Banquet Server/Bartender****October 2009 – May 2017**

Worked at Ottawa's number one hotel providing excellent fine dining service to large groups that were booking within the banquet space. Was a trainer for new colleagues as they were hired. Worked in multiple departments within the hotel to further knowledge. Balanced work while attending full time studies at University.

**McDonalds Restaurant, London & Ottawa, ON****2004 – 2010****Swing Manager**

## **VOLUNTEER EXPERIENCE**

**Fairmont Chateau Laurier – Ottawa, ON**

- Dedicated member of hotel "Service Plus Committee", whose mandate is to promote, recognize and reward excellence in service.
- Participates in company and community events (Kiwans Bed Race, Clean up the Capital, Heart & Stroke Big Bike) as a hotel ambassador; raising awareness and money for local charities.

**Kumon Learning Centre - London, ON**

- Instructed children aged eight to twelve to master fundamental skills and improve their overall academic performance.