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Rob Cottignies

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EMPLOYMENT EXPERIENCE

Student, Interactive Media Management, Sheridan, Oakville Sept 2019 – Apr/May 2020

- Learning multi-disciplinary programming language skills such as SQL, PHP, HTML, CSS and Javascript
- Project management learning adds to extensive previous experience and expertise managing clients and projects
- Physical interactive media design and construction using Arduino boards and coding
- Mobile application, website and wordpress design and implementation
- Learning and methodologies behind effective UX and UI design and psychology

Architectural Administrator/Directors Assistant, MMC International Architects, Toronto Nov 2017 – Aug 2019

- Working directly with Director to drive efficiencies through staff management and workload distribution
- Working with cross-functional teams in daily duties
- Preparation and management of fee proposals and additional service orders through collaboration with consultants and project managers
- Insight driven strategic development and project management
- Business development decision-making using analytical thinking and continual assessment

Assistant Manager, F2F Marketing for Sick Kids – TNI Network, World Wide Acquisitions, Toronto Late 2016 – Nov 2017

- Develop talent on site through training of new representatives and conduct interviews
- Management of personnel distribution through location allocation responsibilities
- Daily performance-based sales environment, requiring ability to deal with pressure and deadlines
- Responsible for running road trips on a bi-weekly basis, requiring managing a team of between 4-10 individuals on a daily basis through motivation, management and delegation

Architectural Technician, Gallaher Architects, Jersey, UK Jan 2016 – Sept 2016

- Responsible for managing project portfolio of between 5 and 10 live projects in conjunction with senior architect
- Producing concept, building code and construction drawings for all live projects daily
- Coordinating trade individuals and sub contractors for most efficient site management
- Meeting with and managing client expectation on a daily and weekly basis
- Conversing and negotiating with local planning and building control committees to resolve issues quickly and efficiently
- Varied administration requirements from coordinating meetings and events to emailing clients and authorities

Architectural Technician, EDP, Jersey, UK Mar 2008 – May 2015

- Responsible for managing project portfolio of between 10 and 15 live projects in conjunction with senior architect
- Producing concept, building code and construction drawings for all live projects daily
- Managing fluid deadlines based on client and local authority requirements
- Responsible for updating and maintaining company website content

Educational Qualifications

- **Post Grad Degree in IMM** 2020 (pending)
- **BA Hons in Architecture** 2005
- Bachelor of Arts with Honours - University of Liverpool, Liverpool, UK
- Architectural Technician trained for 10 years prior to arrival in Canada