

ROB COTTIGNIES

70 Glenburnie Drive, Guelph ON | 437-345-4757 | robocot26@gmail.com

To whom it may concern at Intrigue Media

Please accept my application for the posted Web Developer Graduate position.

I moved to Guelph in August of 2019 and actually came to an open day at Intrigue in September I believe and met with Carly, Matt and Hannah to check out the company ethics and mission statement. The presentation and following discussions about company practices, community and thirst for knowledge really impressed me. I especially liked the motivation for all team members to grow and share their knowledge and experience through weekly discussions and accountability exercises.

As I discussed with members of the team in September, I am currently engaged in a web development program at Sheridan in Oakville until graduation in late April/early May so am not sure if it is a little early to be applying to yourselves, but given the position for a graduate is advertised and I see you recently had other positions open, I wanted to at least touch base and continue to show my interest in working for Intrigue.

Should you wish to contact me for further information, perhaps share some tips on things I may want to consider prior to graduation or arrange an interview, all my details are attached. Thank you for your consideration.

Regards

Rob Cottignies

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
- <https://academics.sheridancollege.ca/programs/interactive-media-management>

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
- Management of personnel distribution through location allocation responsibilities
- Face to face marketing on behalf of charities, engaging the public, relating to current campaigns
- 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
- Responsible for co-writing company advertisement for personnel recruitment & conducted interviews

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
- Coordinating trade individuals and sub contractors for most efficient site management
- Meeting with and managing client expectations on a daily and weekly basis
- Conversing and negotiating with local planning and building control committees to resolve issues quickly and efficiently
- Managing fluid deadlines based on client and local authority requirements
- Varied administration requirements from coordinating meetings and events to emailing clients and authorities
- Responsible for updating and maintaining company website content

Educational Qualifications

- **Post Grad Degree in IMM from Sheridan** 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