



Janelle-Nicole Forbes, B.Eng.

Professional Profile

I am a Software Engineering Technology student at Centennial College, looking to plant my roots and develop my career in the tech industry, and more specifically, cybersecurity. I possess extensive communication, organizational and technical competencies. I have a strong ethical sense and use sound judgement and exceptional problem-solving skills when challenged with any task. I am also experienced in collaborating with others in a team setting and coordinating with internal and external stakeholders from start to finish of a project.

Skills

Professional

- Research & Analytical skills:

- Analyse and research security threats using TCIP/IP
- Understanding of Agile project delivery
- Extensive research experience working with federal government assets and confidential information
- Experience with writing technical reports

- Finance and Administrative skills:

- Experience with developing budgets and cost analyses
- Experience with conducting administrative tasks and data collecting
- Experience with drafting proposals, payment certificates, and contract documents

Personal

- Pay attention to detail
- Leadership acumen
- Excellent verbal and written communication skills
- Analytical thinking and problem solving
- Use of sound judgement and ethical thinking
- Collaboration with teams and external stakeholders

Work Experience

Building Science Technologist EXP Global Inc. | 2020 - 2021

- Provide technical support to Project Managers on building assessments, construction reviews and restoration projects
- Conduct Property Condition Assessments (PCA's) and Reserve Fund Studies and prepare and submit reports
- Perform building investigations and testing procedures (ex; balcony condition assessments, window water/air leakage testing, etc.) to ensure satisfactory building envelope performance

Software Proficiency

Microsoft Office (e.g. Outlook, Word, Excel, Powerpoint), Visio, Photoshop, Bluebeam

Software Language Proficiency

C#, C, C++, MATLAB, Python, SQL, Linux, Javascript, HTML, CSS

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Education

(Advanced Diploma) Software Engineering Technology - Artificial Intelligence - Centennial College | 2021 - present

(B.Eng.) Architectural Conservation & Sustainability Engineering, Concentration in Structural Design - Carleton University | 2014 - 2019

Courses

- Programming I/II
- Software Engineering Fundamentals
- Project Management
- Web Interface Design
- Introduction to Database
- Client-Side Web Development
- Unix/Linux Operating Systems
- Discrete Mathematics
- Communications

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Work Experience

Volunteer - Extra Curricular

- Emerging Green Professionals Carleton Chapter (EGPC) - Executive Leader
- Engineers of Tomorrow - The Future City Experience Mentor
- Intramural/Adult Rec. Soccer and Basketball

Project Technologist

Pinchin Ltd. | 2019-2020

- Provided technical support to Project Managers by conducting building assessments, construction reviews, building envelope investigations and water audits, and completed technical reports

Accomplishment: Employee of the Month (2020)

Real Property BIM Project Student

House of Commons | 2017-2019

- Updated the BIM content database using Revit software to develop historic building modeling components for Parliament block

Architectural Heritage Advisor

National Capital Commission | Summer 2017

- Conducted historical research, created a management framework (for disposal, evaluation and intervention of historic buildings) for the Federal Heritage Building Office, and prepared submission files for historical federal assets

Team Leader/Server

Cineplex Cinemas Lansdowne VIP | 2015 - 2019

- Trained new hires, lead kitchen staff duties, and executed exceptional customer service skills while serving food in the VIP section

Accomplishments: Employee of the Month (2017)
