

## PROFILE

Responsible and well-organized individual who works efficiently in challenging, fast-paced environments. Excellent communication and team building skills developed through volunteer and sport teams. Able to adapt quickly to new settings and provide consistent quality work.

## EXPERIENCE

### **BINGHAM + HILL ARCHITECTS**, *Junior Technician (Keyholder)*

September 2021 – December 2022 | Vancouver

- Interpreted drawing markups and implemented drawing revisions provided by architects and engineers.
- Provided specifications of required materials for clients and consultants

### **SENG TSOI ARCHITECT**, *Building Technologist (Keyholder)*

March 2021 – September 2021 | Vancouver

- Prepared architectural drawings and models while conforming to BCBC/VBBL and Zoning By-Laws
- Prepared detail drawings and construction assemblies to meet Net Zero and Step 4/5 standards

### **TELUS MOBILITY**, *Sales Representative (Keyholder)*

January 2014 – April 2021 | Vancouver

- Provided excellent customer service by understanding client needs and determining which services and devices best suit them
- Coached team members on how to meet quotas and de-escalate situations quickly and effectively
- Commended for exceeding quotas every month and placing top on the leaderboards

### **BURNABY CITY HALL**, *Plan Checker & Inspector (Practicum)*

March 2020 | Burnaby

- Assisted Plan Checkers with residential, commercial and civic markups
- Assisted Inspectors with framing, insulation, sheathing, plumbing and electrical inspections

### **BROADWAY BUSINESS CENTRE**, *Sales Representative (Keyholder)*

September 2013 – November 2013 | Vancouver

- Introduced business and office products to potential clients via email, telephone and social media

### **MAYWOOD ELEMENTARY SCHOOL**, *Teaching Assistant (Volunteer)*

September 2011 – June 2013 | Burnaby

- Helped improve students' literacy and math skills

### **NCIX**, *Sales Associate (Work Experience)*

March 2013 | Vancouver

- Recommend and assembled various computers for clients

### **ST. MATTHEWS DAYCARE**, *Teaching Assistant (Volunteer)*

March 2012 | Burnaby

- Planned and maintained an environment that protects health and security for children

# Jackie Ma

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🐙 github.com/majackie/

## EDUCATION

**British Columbia Institute of Technology**,  
*Computer Systems Technology*

January 2022 – December 2023

**British Columbia Institute of Technology**,  
*Architectural and Building Technology*

September 2017 – June 2020

## LANGUAGES

English

Cantonese

## PROGRAMMING SKILLS

Python

Java

MySQL

HTML

CSS

JavaScript

PHP

## INTERESTS

Soccer

Volleyball

Powerlifting

Woodworking

## AWARDS

**Best Term Project Display**, BCBECE & BCIT

May 2020

Dashboard for Monitoring House  
Performance

**BC Champion**, Telus

2020

**Stellar Performance Award**, Telus

2015