

# Mina Sandiford Day

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Toronto, ON; M4Y 2H1  
416-461-9121  
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## **30 Forensic Engineering**

40 University Avenue, Suite 800  
Toronto, Ontario  
M5J 1T1

Dear Sir or Madam

I noticed you have a posting for an Engineering Technologist position open. I am hoping that you would be open to considering my application as a summer co-op student. As you may know, the Government of Ontario offers a \$3,000 tax credit to businesses that hire co-op students.

Beyond government incentives, I am currently a student of Seneca College, where I excel in their Civil Engineering Technology program. I also have five years of inspection experience and one year of engineering consulting experience, with a keen interest in forensic engineering.

In my time learning at Seneca and George Brown Colleges, I have acquired knowledge of engineering consulting, surveying, and computer applications as well developing analytical and problem-solving skills. For my summer work term in 2018, I gained exposure to consulting and learned the skills necessary to collect data and write detailed reports for evaluation. During my five years working in maintenance I developed inspection experience, honed a strong attention to detail, and a penchant for high quality work. In my eight years of experience as a handyperson, I gained exposure to the construction industry, and developed time and self management skills and the ability to work independently and meet deadlines.

I feel I would make a great addition to the 30 team. In my community activities, I have developed the skills necessary for collaborative teamwork, planning, communication, and organization, as well as the ability to take initiative and follow through on projects from conception to completion. I would bring motivation, dedication, and enthusiasm to your company. Below is a brief list of other qualifications that would make me an asset to the company:

- Familiar with Totalstations
- Able to quickly learn relevant computer applications
- Experienced in reading drawings, specifications, codes, and standards
- Student member of OACETT

I am very keenly interested in forensic engineering. I'm passionate about learning of how failures occur and can be avoided in the future. I would love the opportunity to work and learn where my interests lie.

Thank you for taking the time to review my qualifications. Feel free to contact me at your convenience at 416-461-9121 or msandiford-day@myseneca.ca.

Sincerely,

Mina Sandiford Day

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## Objective

Dedicated, ambitious, and responsible Civil Engineering Technologist student who has an interest in forensics seeking a summer co-op position at 30 Forensic Engineering.

## Profile

- Currently studying Civil Engineering Technology (Co-op option) at Seneca College (GPA 4.0/4.0)
- Eight years background experience in construction and maintenance
- Five years background experience in performing inspections
- One year background experience in civil and geotechnical engineering
- Skilled with Autocad 2D, ArcGIS, MicroSurvey, Field Genius, Civil3D, and Microsoft Office
- Practiced in surveying and laboratory procedures
- Proficient in accessing information from codes, standards, drawings, and specifications
- Possesses a valid G class driver's license and has access to a vehicle

## Relevant Work Experience

Lab Monitor, Seneca College (Workstudy) 2019 to Present

- Responsible for assisting students with material testing to ASTM Standards in the materials lab.
- Conveyed laboratory standards and lecture materials to students for practical applications.

Geotechnical Field Technician, Golder Associates (Summer Work Term) 2018

- Responsible for density and concrete testing on various infrastructure and construction projects.
- Ensured that work performed by contractors conformed to drawings and specifications
- Projects included: Storm and Sanitary Installation at LRG Tottenham Subdivision Phase 4, Road Widening at Viva Next Rapidlink, and Structural Concrete at York Region Annex Building

Handyperson (Self Employed) 2009 to 2018

- Acquired repeat clients for handiwork jobs by word of mouth and reputation
- Sought additional training to improve skills through education, networking, and research

Maintenance Worker, Don Area Co-operative Homes 2015 to 2016

- Performed annual inspections to identify immediate and ongoing property maintenance needs
- Assisted the Maintenance Manager in identifying important tasks and urgent needs, as well as helped to create work schedules

Building Superintendent; D&D Property Management 2012 to 2014

- Facilitated cordial relationships between tenants and management
- Identified the need for various subcontractors and co-ordinated their duties for various projects

Carpenter Helper; A&S Construction 2009 to 2012

- Hired, trained, and supervised a crew of casual labourers
- Responsible for overseeing the procurement of materials for various projects, including a century home open concept renovation and energy retrofit

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## Academic Experience

- Seneca College of Applied Arts & Technology In Progress  
Civil Engineering Technology Advanced Diploma (Co-op Option) (Expected Completion 2020)
- Completed courses in: computer applications, structural design, civil design, geotechniques, hydrology, surveying, construction management, technical calculations, report writing, and laboratory techniques
  - President's Honours List recipient
- George Brown College, Residential Construction and Home Inspection Certificate 2018
- Completed courses in: the Ontario Building Code, the construction industry, and estimating
- George Brown College, Residential Renovations Basics Certificate 2016
- Completed courses in: blueprint reading, construction site safety, and basic drafting

## Awards and Achievements

- Greater Toronto Sewer and Watermain Contractors Association Bursary (Seneca College) 2019
- Stantec Scholarship (Seneca College) 2019

## Volunteer Experience

- Student Rep Manager, Seneca Civil Society 2017 to Present
- Organized campus events, including Games Day, Learning to Learn Panel (moderator), Success with Women in Engineering Practices (moderator), and National Engineering Month events.
  - Responsible for coordinating and scheduling the efforts of a team of ten volunteers.
- Event Support; Toronto Area Gamers 2011 to Present
- Responsible for planning and executing small events on a regular basis
- Event Organizer, Sparkle Dice Alliance 2017 to 2018
- Organized cottage retreats for small groups
- Logistics Coordinator, Secret Feminist Agents 2016
- Organized relocations for domestic violence survivors
- Board of Directors, CoAction Staff Association 2015 to 2016
- Responsible for coordinating social events and hiring of staff