

DENIS VUCKOSKI

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EDUCATION & CERTIFICATION

Bachelor of Applied Science Honor's Civil Engineering Co-op

University of Windsor

Windsor, ON

2015-2018

- City of Windsor CO-OP Placement

Advanced Diploma Civil Engineering Technologist

George Brown College

Toronto, ON

2013-2015

- Pilot Project- Bridge Construction/Stimulation

- **C.E.T (Certified Engineering Technologist)**

- In Progress

- **Ontario Land Surveyor**

-In Progress

- **Ontario Real Estate License**

-In progress

- **G-Class Driver's License**

- **WHMIS Certified**

- **MSDS Sheet Certified**

- **Emergency First Aid and CPR-C**

- **Smart Serve Certified**

- **Food Handler Certificate Public Health Toronto**

WORK EXPERIENCE

Facility Attendant

The City of Windsor

Windsor, ON

January- May 2018

- Responsible for safety, security and monitoring of building and office spaces
- Maintained a safe and clean environment and performed required duties including maintenance of washrooms, all program rooms, hallways and lobby
- Set up and took down rental equipment
- Handled general public inquiries in a professional and courteous manner
- Operated maintenance equipment on daily basis
- Performed Occupational Health and Safety duties as per Corporate Health and Safety Program
- Performed general office duties and any other duties as assigned

Engineering CO-OP Placement

The City of Windsor

Windsor, ON

May-September 2018

- Drove commercial work vehicle to field locations, after planning and coordinating driving routes on a daily basis
- Performed inspections of city infrastructure assets, in order to ensure they were properly maintained
- Assisted with research, verification, data collection and data entry using various software applications such as Hansen 8, GIS, and AutoCAD
- Maintained a professional and courteous attitude in an office environment
- Performed field and office duties, as part of a team and alone

**Project Coordinator
Domus Fine Homes Inc.**

Toronto, ON
November 2013-September 2014

- Contributed to contract drafting and budgeting, using Microsoft Project, Excel, Revit
- Coordinated and attended project/ client meetings, while developing effective working relationships
- Performed project management duties, by accurately preparing and presenting budgets and estimates to clients, as well as drafting contracts and reports
- Verified contracts were adhered to according to drawings and specifications
- Performed daily field inspection reports and provided daily field supervision
- Enforced Occupational Health and Safety regulations and City By-Laws
- Assisted with direction, instruction and clarification of work
- Organized, maintained, updated and verified project related documentations.

**Project Assistant
New Horizon Mechanic Inc.**

Toronto, ON
June 2011-November 2013

- Drafted and edited floor plans according to Ontario Building Code & Municipal By-Laws
- Contributed to site planning and pre-construction preparations
- Coordinated contractors and subcontractors
- Purchased and ordered materials according to project schedule
- Verified job was built according to drawings and specifications
- Prepared jobsite with utilities, washrooms, fencing, signs, and emergency stations
- Prepared cost estimates, inspection reports (photos, field notes, data collection)
- Enforced Occupational Health and Safety regulations
- Acted a liaison between the project manager and contractors

SKILLS

- Detail-oriented, strong work ethics and professional
- Excellent oral and written communication and inter-personal skills developed through four years of work experience in government and educational institutions
- Strong critical and analytical skills that are essential for problem-solving
- Highly self-motivated with a proven ability to work with minimal supervision or as part of a team
- Proficient at working well under pressure and effectively handle diverse tasks to meet deadlines
- Computer Skills include; Microsoft Office (Outlook, Excel, PowerPoint, Word, and Project), Hansen 8, AutoCAD, AutoCAD Civil3D, Revit (Architectural)
- Fluent in English, Macedonian, and Serbian

REFERENCES AVAILABLE UPON REQUEST