

ALECIA LINTON

OBJECTIVE

To perform at the highest standard with the utmost competence and courtesy. While aiming to achieve excellence in my pursuits, and doing everything in my ability to surpass the expectation of my employer/s.

SUMMARY OF QUALIFICATIONS

Certificate in Architectural Technology

Bachelor of Arts in Architectural Studies

SKILLS

AutoCAD, Working Drawings, Sketch Up, Photo Plus, PhotoShop, Microsoft Word, Access, Excel, PowerPoint and IronCAD,

EDUCATION

2004-2008	<u>University of Technology</u>	Kingston
	<i>BA in Architectural Studies</i>	
2002-2004	<u>Montego Bay Community College</u>	Montego Bay
	<i>Certificate in Architecture Technology</i>	
2000-2002	<u>Knox Community College</u>	Mandeville
	<i>3 CXC's</i>	
1995-2000	<u>Hampton School</u>	St. Elizabeth
	<i>6 CXC's</i>	

WORK EXPERIENCE

2006 Summer	ALPART	St. Elizabeth
	<ul style="list-style-type: none">▪ Filing drawings▪ Updating Database▪ Drawing plans	
2004 Summer	Home Planners INC	Mandeville

Draftsperson

- Drawing plans

2003 Summer Michael Carter Partnership Montego Bay

Secretary and Draftsperson

- Drawing plans
- Making blueprint
- Receptionist

2003 March, April St. James Parish Council Montego Bay

Conditioning Plan

- Conditioning plans
- Booking information

2002 Summer Social Development Commission St. Elizabeth

Surveyor

- Collecting data
- Analyzing and compiling data collected

2001 Summer Linton's Furniture Store St. Elizabeth

Secretary

- Writing receipts, invoices and cheques
- Making up pay bills

HOBBIES

Drawing, singing, writing poems, football, netball, squash, surfing the net and fashion designing

REFERENCES

Available upon request
