

Jemma Johnson

Architectural Studies Student

613 462 9595

jemmaejohnson1@gmail.com

Portfolio: jemmaejohnson.ca

HIGHLIGHTS

B.Arch in Conservation and Sustainability (underway), Government Security Clearance, LEED Green Associate

EDUCATION

September 2020 - Present

Third Year Bachelor of Architectural Studies @ Carleton University

Major in Conservation and Sustainability, Anticipated Date of Graduation: May 2024, CGPA: 11.54 / 12

September 2015 - June 2019

Ontario Secondary School Diploma @ A.Y Jackson S.S

WORK EXPERIENCE

June 2022 - August 2022

Project Assistant @ Azrieli School of Architecture, Carleton University

- Worked with contributors of the 'Quilt Wall' art installation to write descriptive stories behind each submission.
- Created web design proposals to communicate project intentions to website administrators.

June 2022 - July 2022

Imagine Architecture Studio Assistant @ Azrieli School of Architecture, Carleton University

- Provided one-on-one feedback to participating high school students on their drawings, models, and ideas to help them further develop their work and understanding of architectural representation.
- Assisted with logistics, including recording student work, creating a feedback survey for program improvement, and creating certificates for participants.

July 2022 - August 2022

Volunteer Assistant Coordinator @ Heritage Ottawa

September 2019 - August 2020, May 2021 - August 2021

File Management Coordinator @ Gilmore Global

- Provided customers with timely and order-ready print and ebook materials. Oversaw files on assigned accounts through the entirety of the submission process, including populating databases, reviewing quality and preparing proofs for clients, and organizing files and instructions to pass to team members.
- Communicating with clients and team members for clarification, confirmation, and problem-solving.
- Ensured all account requirements and procedures outlined in the customer contract were followed.

September 2018 - July 2020

Showroom Greeter @ Mondeau Kanata

- Communicated with customers in-person and over the phone; asked questions to understand their needs in order to assist or direct them to the appropriate supports

July 2017 - October 2019

Evening Receptionist @ Stittsville Medical Centre

- Communicated with patients regarding new or upcoming appointments and relayed messages to or from doctors ensuring that medical staff stayed on schedule and maintained patient care
- Prepared exam rooms, lab samples and paperwork for upcoming patient appointments

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APPLIED PROJECTS

January 2023 - April 2023

Intertwine: Adaptive Reuse of the E.B Eddy Industrial Complex for the Outaouais Regional Museum

ARCS 3302: Conservation Studio 3 @ Carleton University

- Worked with a team to research the site and develop a parti including design and conservation philosophies for the creation of a drawing set for an adaptive reuse intervention.
- Worked with feedback from a panel of critics to formulate changes to be made to the design.

January 2023 - March 2023

Pathological Condition Assessment and Report for the Chaudière Falls Carpenter Shop

ARCN 4200: Building Pathology and Rehabilitation @ Carleton University

- Worked with team to conduct an assessment of a historical masonry structure using photogrammetry, condition photography, and academic references to prepare a detailed report on the site's significance, pathological conditions, and recommended interventions.

October 2021 - December 2021

Adaptive Valley: Integrated Design of a Sustainable School Building in Switzerland

ENVE 1001: Architecture and the Environment @ Carleton University

- Researched passive design features for the school, to be included in a final design proposal; conducted a cost-benefit analysis to compare the benefits of passive design to a mechanical system.

SKILLS

Computer Skills: Adobe Creative Suite, Rhino, AutoCAD, Revit, Microsoft Office Suite, and Filemaker

Professional Strengths: Enthusiastic, hardworking, reliable, self-motivated, productive, fast learner, and ...

Time Management and Organization

- Skilled at organizing and prioritizing tasks in busy environments and multitasking at Gilmore Global.

Attention to Detail

- Reviews books, posters, reports, and technical drawings for consistency, clarity, and error to improve the quality of the final product.

Creativity and Problem-Solving

- Uses 'outside the box' thinking to address difficult problems, design challenges, and provide creative solutions to multi-dimensional problems.
- Assesses possible solutions to complex problems using strong analytical and evaluation skills.

Interpersonal communication, Leadership, and Teamwork

- Plays a key role in organizing team meetings, producing deliverables, and distributing tasks in group projects to ensure assignment expectations are met
- Listens actively to peers' and clients' questions and concerns, seeks clarity and provides assistance.

CERTIFICATIONS

August 2022

LEED Green Associate

October 2019

Secret Security Clearance: Level II

June 2019

Class G Driver's License