

# Jemma Johnson

Architectural Studies Graduate

613 462 9595

[jemmaejohnson1@gmail.com](mailto:jemmaejohnson1@gmail.com)

Portfolio: [jemmaejohnson.ca](http://jemmaejohnson.ca)

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## Education //

September 2020 - May 2024

### **Bachelor of Architectural Studies Honours @ Carleton University**

with High Distinction, Senate Medal for Outstanding Academic Achievement

Major in Conservation and Sustainability

September 2015 - June 2019

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

## Work Experience //

June 2024 - Present

### **B.A.S Graduate @ KWC Architects Inc.**

- Prepared construction documents using Revit and AutoCAD for diverse projects, including, an addition to an existing farm building, heritage rehabilitation of a pavilion, an optometry center fit-up, EV charger installation across multiple campuses, and a government office fit-up.
- Contributed to design development of a Children's Wall, and detailed millwork and interior finishes drawings for a single-family residence.
- Assisted with site documentation, evaluation, and writing of a building condition report for a visitor center.
- Assisted with review of site documentation, assessed and quantified specific materials and assemblies to support future building renovations on several building across government campuses.
- Supported construction and contract administration for residential and institutional projects through record management, submittal review, change order preparation, field review reports, and RFI coordination.

July 2025 - Present

### **Social Media, Website, Graphics (Volunteer) @ Building Equality in Architecture Capital Region (BEACAP)**

- Developing graphic guidelines, managing social media content schedules, logging analytic data, and updating website content.

June 2023 - May 2024

### **Architecture Student @ KWC Architects Inc.**

- Practiced heritage documentation using photogrammetry to create a reflected ceiling plan for an ornamented ceiling in a designated heritage building in Ottawa.
- Compared, evaluated, and presented methods for calculating embodied carbon using a small residential project as a baseline, and gained insight about the environmental impact of common building materials.
- Reviewed site documentation to determine appropriate repair methods for locations where exit signs were to be replaced within a heritage building.
- Conducted site measurements and documentation of an existing mixed-use building to be fit-up for a new residential unit. Reviewed the Ontario Building Code to assess compliance with residential requirements.
- Completed a zoning analysis for a rural property to identify site constraints for a new single family home, outlined by City Bylaws and Wetland Conservation Authorities.

May 2023

### **Leasing Agent @ Osgoode Properties**

- Conducted apartment showings with prospective residents, highlighting various features of the building.

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- Carefully reviewed applications prior to submitting to property manager for approval.
- Reviewed leasing agreements with new tenants.

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 - Present

## **Volunteer Assistant Coordinator @ Heritage Ottawa Walking Tours**

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.
- 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

## **Certifications & Professional Memberships //**

August 2022

LEED Green Associate

July 2024

RHFAC Professional Designation

## **Conferences //**

November 2024

## **National Trust — APT Joint Conference: Building Bridges, Connection Places, Cultures, and Practices**

- Awarded the Herb Stovel Scholarship

## Applied Projects //

January 2024 - April 2024

### **Byward Market Building Heritage Documentation Report**

#### **ARCC 4207: Advanced Building Assessment @ Carleton University**

- Researched and documented the Byward Market Building using various recording methods including photography, photogrammetry, laser scanning and 3D modelling, and thermography.

September 2023 - December 2023

### **Organic Enclaves: 1500 Bronson Redevelopment Proposal**

#### **ARCS 4105: Comprehensive Studio @ Carleton University**

- Developed a mixed-use residential master plan, including plans for the adaptive reuse and addition to the former CBC building.
- This work earned a nomination for the HOBIN Award.

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.
- This work earned first place for the 2023 HODI Award in Built Heritage.

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.