

Jenna McMullen
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491 Cambridge Street South, Ottawa, ON

Experience

Work Experience:

- North Frontenac Community Arena canteen sales winter 2011-2015
- Worked for North Frontenac Township as Swim Instructor/ Lifeguard/ Day Camp Counselor 2014-2016
 - In this position, I taught the Red Cross swim levels to children and facilitated campers through a day of outdoor activities
- Office assistance at Frecon Construction Ltd. summer 2011 & 2017
- Swim Instructor/ Lifeguard for the YMCA of Kingston summer 2017
- North Frontenac Township Site Coordinator/ Swim Instructor summer 2017
 - This coordinator position required me to organize the events, activities and programs at an all-day summer day camp and facilitate the staff and campers
- Millwork Designer at BCR Woodworking summer 2018
 - This position included drafting millwork for commercial and residential buildings and finishing the designs in the woodshop

Volunteer Experience:

- Volunteered for North Frontenac Township as a Day Camp Counselor 2013
- Summer volunteer placement with NORR Architects & Engineers 2014
 - I observed the work of the head architect and interior designer
- Volunteer for NAFGEM (Network Against Female Genital Mutilation) in Tanzania, Africa 2018
 - I taught local teenage girls at the NAFGEM house how to use Microsoft Word for their schooling
- Volunteered with Pamoja Tunaweza in Tanzania, Africa 2018
 - I helped organize registration for multiple local pop-up clinics around Moshi, Tanzania

Education & Certifications

- 100+ hours of community service work for High School Diploma 2016
- Carleton Industrial Design Student Association VP Communications 2017/2018
- Carleton Industrial Design Student Association President 2018/2019
- Third Year Industrial Design at Carleton University with Honours 2016-Present

Skills

Auto Cad • Cabinet Vision • SolidWorks • Keyshot • Adobe Illustrator • Adobe Photoshop •
Rhinoceros • Microsoft Word • Microsoft Excel • Fusion 360

References available upon request