

JASON GLIONNA

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Communication, self-regulation, and prioritization; these are three qualities I have focused on developing over the past few years. Outlined below, you will discover how my desire to learn & grow through a range of experiences has turned these characteristics into strengths. The lessons learned through independent study, team leading, and various work with clients, stakeholders, & team members, paired with my meticulous attention to detail, creative talent, and unique ability to create informative & meaningful connections, have prepared me to take on the role that can be introduced to myself. Are you ready to teach me something new? Because I am.

RELEVANT WORK EXPERIENCE

10/2020 – present | **Universal Logistics: Customs Operations** | 125 Commerce Valley Drive West, Thornhill

- Began this role during a period of high demand requiring me to be versatile with my responsibilities. Was quickly taught how to classify goods for time-sensitive border clearances, while scheduling & taking minutes for team meetings & seminars, completing administrative work like filing & data entry, preparing reports & financial statements, and communicating with clients & shippers via email & phone.

09/2021 – present | **Ruby SOHO: Manager; Server** | 587 King Street West, Toronto

- Managed scheduling of over 30 servers and found resolutions to any issues throughout the restaurant. Additionally, served in a high paced environment whereby quick-thinking, teamwork, punctuality, communication, and multi-tasking were each required to maintain an efficient, clean, and safe restaurant. I utilized my energy and engaging personality to ensure the guest experience was the top priority.

09/2020 – 12/2021 | **Lululemon Athletica: Key Leader** | 153 Cumberland Street, Toronto

- Displayed agility through numerous store roles: managing, cash, answering phones, restocking the floor & backroom, and fitting room host. Gained extensive product knowledge through seminars and weekly readings to help find innovative solutions for the guests, such as online purchases from our in-store devices. Organized a well-being initiative whereby our team took part in yoga classes together.

09/2018 – 08/2019 | **Perkins & Will Architects: Architectural Student** | 110 Yonge Street, Toronto

- Worked in the high paced Architecture Department, whereby our team was required to meet numerous deadlines. We focused on sustainable designs of institutional buildings using participatory design for community engagement. Prepared presentations, booklets, and physical & computer-generated models. Maintained continuous communication amongst our team, other traits, and our clients.

03/2019 – 08/2019 | **B+H Architects: Architectural Student** | 320 Bay Street, Toronto

- Worked in both the Urban Planning & Architecture Departments taking on various phases of small- and large-scale projects. Gained a strong understanding of Toronto bylaws & guidelines and further developed my computer software skills. Filled the gaps in various departments to ensure all deadlines were met. Explored creative designs and marketed the work to a range of clientele.

09/2017 – 04/2018 | **Ryerson University DAS: Co-op Liaison** | 325 Church Street, Toronto

- Worked under Professor Vincent Hui in the Department of Architectural Science organizing & managing the co-op program through processing administrative work, running co-op events such as mock interviews & portfolio reviews, and establishing strong relationships with various architecture firms. Created promotional content for the department and ensured all 32 students found employment.

PROJECTS & INSTALLATIONS

11/2016 – 06/2017 | **ParkletTO: Team Lead** | 16 Elm Street, Toronto

- Led the design & fabrication of Toronto's first permanent parklet. Took on the role of co-ordinating meetings, obtaining permits, designing, handling finances through programs such as Excel, giving presentations / speeches, interviewing, communicating with groups such as DYBIA & City of Toronto, and constructing the project. Obtained grants to cover all costs and was the primary planner for the grand opening. Became familiar with BIA responsibilities such as inspections, streetscape maintenance, and helping local businesses.

EDUCATION

09/2019 – 07/2023 | **Master of Architecture (MArch)** | Newcastle University, England

09/2014 – 04/2018 | **Bachelor of Architectural Science (BArchSc)** | Ryerson University, Toronto

~ References: Steven Ziegler (*Senior Consultation Coordinator, City of Toronto*); Vincent Hui (*Associate Chair; Professor, TMU*); Tom Hook (*Principal, B+H Architects*); Carolina Rodrigues (*Manager, Ruby SOHO*) ~