



PAMELA

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

3D MODELER – PROJECT SUPPORT

Shore360 Inc. & EMAPTA | September 2023 – June 2025 (1 Year, 10 Months)

- Designed high-precision 3D models for residential and infrastructure projects, managed project documentation and reporting using Excel and PowerPoint, coordinated deadlines in high-volume environments, and collaborated with teams to ensure accurate and timely deliverables.

ARCHITECTURAL DESIGNER – ADMINISTRATIVE SUPPORT

RJ Paras Builders and Trading Inc. | 2022 (1 Year)

- Prepared detailed reports, presentations, and material estimates, assisted with project scheduling and coordination, provided administrative support to the design team, and successfully delivered a commercial stall project approved on first submission.

SKILLS/AREAS OF EXPERTISE

- Calendar & Email Management
- Data Entry & File Organization
- Client Communication
- Customer Support
- Research & Documentation
- Project Coordination
- Report Preparation
- Presentation Preparation
- Task & Deadline Management
- Administrative Support
- Project Progress Monitoring
- Material Estimates Preparation

TECHNOLOGY

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- Notion
- Asana
- ClickUp
- Trello
- Canva

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