

STEPHANIE ARCE ZAVALETA

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Professional Summary:

Highly skilled and results-oriented construction professional with expertise in safety management systems. Dedicated to bringing a safety-centric approach to construction project management. Adept at efficiently processing organizational documentation, administering document platforms, and coordinating effective communication flows. Proven track record in reducing workplace incidents, improving safety compliance, and maintaining accurate real estate documentation.

Education:

Post Graduate Certificate – Construction Project Management

Centennial College, Toronto, ON

Aug 2022- Sept 2023

Bachelors in Architecture

Tecnológico de Monterrey, Ciudad de México, México

Aug 2015 - Dec 2020

Skills:

- Successful project management from initiation to completion.
- Proficient in creating comprehensive and accurate construction documentation.
- Ability to collaborate effectively with diverse teams to achieve project objectives.
- In-depth knowledge of construction safety protocols and compliance with regulations.
- Strong verbal and written communication skills, fostering effective project and stakeholder engagement.
- Resourceful problem solver with a track record of resolving complex issues in the construction field.
- Skilled in budget development and cost control strategies to optimize project outcomes.
- Exceptional ability to prioritize tasks, meet deadlines, and efficiently manage project schedules.
- Extensive familiarity with construction codes and industry standards, ensuring regulatory compliance.
- Proficient in AutoCAD, Revit, SketchUp, and Microsoft Project for technical project requirements.
- Proficient in Spanish and English.
- Intermediate level in Italian and French.

Professional Experience:

Cineplex Entertainment, Ontario

Cast Member (Part-time)

June 2023 – Present

- Successfully managed customer interactions, addressing inquiries, and resolving issues in a fast-paced cinema environment.
- Collaborated with a diverse team to ensure smooth operations during high-traffic periods, demonstrating strong teamwork and communication skills.
- Upheld strict quality standards and protocols, contributing to a safe and enjoyable moviegoing experience for patrons.
- Utilized effective time management to handle ticket sales, concessions, and facility cleanliness efficiently.
- Demonstrated adaptability and problem-solving skills by swiftly addressing unexpected challenges and customer concerns.
- Exhibited strong work ethic and dependability, consistently meeting shift requirements and exceeding customer expectations.

Serteck, Mexico**Jan 2021 - Jul 2022****Health and Safety Supervisor**

- Successfully implemented and managed comprehensive safety management systems, specializing in industrial construction projects. Achieved a significant 30% reduction in workplace incidents.
- Developed and delivered impactful safety training programs tailored for the industrial setting, leading to a notable 25% decrease in safety-related incidents and an impressive 80% improvement in safety compliance.
- Collaborated with cross-functional teams to develop and implement effective emergency response plans specific to industrial environments, reducing response time by 50% during critical situations.
- Oversaw health and safety protocols for various industrial projects, ensuring strict adherence to occupation health and safety regulations. Maintained a safe work environment with zero regulatory violations.
- Conducted thorough incident investigations, documented findings, and implemented corrective actions to prevent future occurrences.
- Led continuous improvement initiatives focused on enhancing safety practices within the industrial context, resulting in a commendable 20% decrease in overall safety risks and hazards.
- Played a pivotal role in executing fieldwork, ensuring on-site compliance with safety standards and actively contributing to the success of industrial construction projects.

DE&CA Real Estate, México**Jun 2020 - Dec 2020****PAUTA Architects, Mexico****Jun 2017 - May 2018****Jr. Architect**

- Efficiently processed organizational documentation throughout the document life cycle, ensuring high accuracy and adherence to industry standards, resulting in a remarkable 95% error-free document processing rate and smooth operations in the real estate industry.
- Administered document platforms and managed user access, ensuring secure and accessible document distribution, leading to a notable 90% improvement in document accessibility and a significant 20% reduction in unauthorized access incidents, safeguarding confidential real estate information.
- Compiled and maintained control of engineering document records, enforcing compliance with document control procedures and regulations, achieving a perfect 100% compliance rate and ensuring legal and regulatory adherence in the real estate sector.
- Coordinated with various stakeholders to facilitate effective communication and documentation flows, reducing communication gaps and delays by 80% and enabling seamless collaboration and timely decision-making in real estate projects.
- Verified file organization and naming conventions, ensuring consistency and adherence to project-specific standards, resulting in a commendable 95% adherence rate, maintaining an organized repository of real estate documents.
- Distributed electronic and hardcopy documents and correspondence with a 98% on-time delivery rate, facilitating timely access to critical information for stakeholders and team members, minimizing delays in decision-making.
- Demonstrated excellent time management skills, managing multiple tasks and prioritizing work according to schedule, achieving a 90% completion rate of tasks within specified deadlines, ensuring timely delivery of documents, and maintaining project timelines in the dynamic real estate environment.

Volunteer Work:**Niñez en Contacto, Mexico****August 2019**

Assisted in creating materials for kids learning.

Designed activities to make learning more enjoyable for the kids.

Todos Ayudando Unidos, México**August 2018**

Designed marketing materials for the association.

Awards:**Jury at Giffoni Film Festival, Giffoni, Italy****2009****Invited Business Fair UNITEC****2016****Biodigester design with advice from African Safari****2019****Model winner Owens Corning Mexico****2019**