

**KAMIL
DEBLINE**

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819-208-8151
Ottawa, ON K4B1H9

PROFESSIONAL SUMMARY

Experienced with planning and executing comprehensive project plans. Utilizes strong leadership and organizational skills to guide teams and ensure project milestones are met. Track record of implementing efficient processes and achieving project goals.

SKILLS

- Bilingual, English and French
- MS Word, Excel, AutoCAD
- Communication skillsets that allows me to effectively convey content through many mediums
- Multitasker, with proven organization skills
- Confident in analyzing problems to find appropriate solutions.
- High stress tolerance due to a combination of high workloads and excellent organizational skills.

CERTIFICATES

- Full G class license
- Safety excavation training certificate

EDUCATION

Algonquin College
Ottawa, ON - 12/2024
Diploma: Construction
Engineering Technician

Louis-Riel Highschool
Ottawa, ON - 06/2021
Highschool - Diploma

WORK HISTORY

Deblines Landscaping and Construction – Excavation Foreman

Ottawa, Canada - 01/2019 – Current

- Trained new employees to learn new systems, apply best practices and comply with protocols and regulations
- Increased efficiency by maintaining a clean and organized work environment both on job sites and at the company yard
- Maintained a safe working environment through adherence to safety protocols and regular site inspections
- Concrete work such as, forms, footings, underpinning and more
- Fully capable of running equipment such as skid steer, excavator, backhoe, compactor and more
- Interlock installation

Deblines Landscape Depot - Assistant Office Manager

Ottawa, Canada - 01/2021 – Current

- Handled sensitive information with discretion, maintaining confidentiality of company documents and personnel records
- Managed daily operations, ensuring timely completion of tasks and maintaining a well-organized work environment
- Provided exceptional customer service when addressing client inquiries or concerns via phone calls or email correspondence
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving
- Resolved office disputes swiftly and equitably, maintaining harmonious workplace

Guy Robert Landscaping - Machine Operator

Ottawa, Canada - 01/2022 – Current (seasonal)

- Operated John Deere tractor with rear blower
- Followed detailed instructions to operate machines with accuracy and produce quality products
- Set up and adjusted equipment and properly configured machines for daily operation
- Driveway cleaning
- Machine maintenance

REFERENCES

Available upon request