

# TAMARA SCHMIDT

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**Summary** Highly motivated and creative individual with over eleven years of architectural experience, looking to build a new career in children's book publishing.

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## PROFESSIONAL EXPERIENCE

November 2007 to Current **Freelance Illustrator & Writer**

- Commissioned to illustrate a 32 page picture book based on an author's story dealing with child abuse: became the basis of a book adopted by Save the Children Foundation
- Recipient of Honorable Mention for SCBWI's 2008 Don Freeman Award for aspiring picture book artists
- Completed "Writing for the Children's Market" course offered by Ryerson University
- Participant in CANSCAIP's "Blue Pencil Project", a mentoring program for aspiring artists
- Member of Canadian Society of Children's Authors, Illustrators & Performers (CANSCAIP) and Society of Children's Book Writers & Illustrators (SCBWI)

April 1999 to November 2007 **Field Coordinator (Lester B. Pearson International Airport – Terminal 1)  
Adamson Associates Architects**

- Managed and expedited permit application process: gathered and consolidated documents; reviewed, developed and presented design and technical solutions to building department officials. Prepared design studies and presentation to the Heritage Board of Toronto.
- Field Review and Reporting: assessed and documented progress of construction with regards to conformance to contract documents on a daily, weekly and monthly basis. Liaison to Authorities Having Jurisdiction: reviewing site conditions, problem solving and developing technical solutions. Team Leader for consolidated Consultant reviews: organized and set objectives for site reviews, then gathered, assessed and followed up on Consultant issues/concerns.
- Contract Administration: reviewed monthly trade billings, prepared and issued contemplated change notices, site instructions and change orders, prepared monthly summary of work to the owner.
- Shop Drawing Review: prepared engineered judgments related to code compliance, reviewed details and technical data mainly related to interior finishes.
- Created a database from scratch using File Maker Pro to stream line processing and tracking of contract documents such as Supplementary Instructions, Contemplated Change Orders and Shop Drawings.

June 1997 to April 1999 **Contract Administration Assistant (On-site / Air Canada Centre)  
Brisbin Brook Beynon, Architects**

- Responsible for making revisions to the architectural working drawings using Autocad 14.0, including layouts for floor plans, ceiling plans and millwork details. Also, participated and coordinated the design and layout of the Team Facilities Dressing Room.
- Assisted with the presentation of the Air Canada Centre, interior finish boards and developed a standard format for the interior finish schedule, called the Room Material / Colour Schedule.
- Reviewed and commented on shop drawings before final approval, as well as responsible for the coordination of all shop drawing submissions and distribution.
- Responsible for the preparation and distribution of Supplementary Instructions, Contemplated Change Notices and Field Reports to the general contractor and consultants.

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May 1996 to  
September 1996

**Office Manager**  
**Karcon Group Inc. General Contracting**

- Researched and prepared cost analyses and estimates of construction projects.
- Generated professional, well-organized proposals and business letters.
- Designed and composed catalogues and flyers using both text and graphics.
- Designed various floor plan options for home renovations and kitchen layouts
- Received commendation for my ability to successfully perform under pressure, and for my self-reliance and pride in my high quality of work and meeting deadlines.

June 1995 to  
September 1995

**Program Assistant**  
**Ministry of Environment and Energy**

- Responsible for design and coordination of a publication to be distributed at trade conferences.
  - Liaison between graphic design, communications and research departments.
  - Received commendations on excellent organizational and project management skills and ability to work self-directly whereby creativity, clarity and an attention to detail was incorporated in gathering information and ideas.
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## SKILLS

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Computer Literacy

Photoshop CS2, Corel Painter Essentials 2  
Microsoft Word, Excel, PowerPoint, Publisher  
File Maker Pro (data base)  
Auto Cad 2000

- Creative and detail oriented regarding design layout and solutions
  - Interpret and produce architectural drawings, details and renderings
  - Ability to multi-task and successfully meet deadlines
  - Resourceful and versatile
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## EDUCATION

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May 1997

Bachelors Degree in Architectural Technology (Design)  
**Faculty of Architectural**  
**Ryerson Polytechnic University**  
Toronto, Ontario