Navneet Kaur

Architectural Technologist | Interior & Architectural Design | AutoCAD & Revit Expert
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Professional Summary

Architectural Technologist with 5+ years of architectural experience, including over 3 years of Canadian experience and 2 years of international experience across residential, commercial, institutional, and industrial projects. Experienced in preparing permit, tender, and construction drawing packages, coordinating multidisciplinary consultant teams, supporting municipal approvals, and providing construction-phase services. Skilled in contract administration activities including shop drawing reviews, site reviews, deficiency reporting, Supplemental Instructions (SI), Contemplated Change Notices (CCN), and as-built documentation. Proficient in Revit, AutoCAD, and building code compliance, with a strong interest in large-scale residential project delivery and construction administration.

Core Competencies

- Residential & Multi-Family Projects
- Contract Administration
- Construction Documentation
- Permit Applications & Approvals
- Revit & AutoCAD
- Shop Drawing Reviews
- Site Reviews & Deficiency Reports
- Supplemental Instructions (SI)
- Contemplated Change Notices (CCN)
- As-Built Drawings
- Consultant Coordination
- Building Code Compliance
- Tender & Construction Packages
- Project Coordination
- Construction Phase Services

Professional Experience

WBA Architects & Engineers Inc.

Architectural Technologist - July 2023 – Present | Ontario, Canada

- Prepare permit, tender, and construction drawing packages for residential, institutional, industrial, and commercial projects using Revit and AutoCAD.
- Contribute to residential developments through permit, construction, and project closeout phases.
- Coordinate architectural, structural, mechanical, electrical, and civil disciplines to ensure complete and coordinated construction documentation.
- Review shop drawings, product submittals, and consultant submissions for compliance with contract documents and project requirements.
- Support contract administration activities including site reviews, deficiency reporting, Supplemental Instructions (SI), and Contemplated Change Notices (CCN).
- Prepare and maintain as-built drawings throughout project closeout.
- Conduct site visits to verify construction progress, document deficiencies, and support resolution of construction-related issues.
- Assist with municipal approvals, permit submissions, and responses to authority comments.
- Collaborate with project architects, consultants, contractors, and clients throughout project delivery.

HANA Consultancy & Management

Architectural Technologist (Volunteer) - September 2022 – July 2023 | Ontario, Canada

- Produced permit and construction drawing packages for residential and commercial projects.
- Coordinated with clients, engineers, and consultants to achieve compliance with applicable codes and municipal requirements.
- Assisted in project coordination, consultant communication, and project documentation.
- Supported permit application submissions and construction documentation updates.
- Participated in project meetings and coordinated technical information among project stakeholders.

Thapar & Associates

Junior Architect - August 2021 – April 2022 | India

- Developed architectural designs and construction documents for residential and institutional projects.
- Prepared permit, tender, and Good for Construction (GFC) drawing packages.
- Coordinated with architects, consultants, contractors, and clients throughout project development.
- Assisted with building code compliance reviews and municipal approval submissions.
- Supported construction-phase activities through drawing revisions, technical clarifications, and consultant coordination.
- Produced 3D models and visualizations to support design presentations and project planning.

TBC Architecture

Junior Architect - July 2019 – March 2020 | India

- Prepared residential and commercial construction drawings using AutoCAD and Revit.
- Developed working drawings, plans, elevations, sections, and construction details.
- Assisted with building permit applications and municipal approval documentation.
- Conducted site visits, field measurements, and construction progress reviews.
- Coordinated with consultants and project team members to resolve technical issues.
- Assisted with quantity take-offs, material selection, and project documentation.

Education

Lambton College, Toronto – **Construction Project Management** (Apr 2022 – Dec 2023)
College of Architecture IET Bhaddal, India – **Bachelor of Architecture** (BArch) (Mar 2014 – Mar 2019)