

## RESUME

# GERARDO PENA

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## JUNIOR DESIGNER

Industry: Sustainable Design, Customer Experience, Product Knowledge, Eco-Friendly Practices Brand Representation, Sales Support, Guest Interaction, Community Engagement, Active Lifestyle, Problem Solving, Team Collaboration, Point of Sale (POS,) Management Inventory, Environmental Stewardship, Continuous Improvement, Creative.

## SUMMARY

Design professional with 4 years of experience in sustainable design, customer service, and ecological project analysis. Skilled in guiding users through sustainable solutions with a problem-solving and analytical approach. Driven by the opportunity to guide into products that balance practical use with a positive environmental impact, I am passionate about making sustainability accessible and impactful through thoughtful design.

## EXPERIENCE

### **Artisan - Team member.**

Rosemary Rocksalt Lonsdale - Vancouver, BC  
July 2023 to Present

Rosemary Rocksalt is a fast-paced environment company where as an Artisan I play a key role in creating an exceptional customer experience by providing warm, attentive service and crafting high-quality bagels and food preparation.

#### Responsibilities:

1. Handling orders at Point of sale.
2. Ensuring general cleanliness, maintaining an organized, welcoming environment.
3. Baking and preparing foods for customers.
4. Opening and closing the store.
5. Promoting upselling and customer service.

Skills: Customer service, Food preparation, Time management, Team-oriented,, Attention to detail, Inventory Management, Problem solving, Fast-paced worker, Product knowledge, Brand representation, Adaptability, Food Safe environment.

## **Landscaping Technician**

Ecobridge - Vancouver, BC

April 2023 to August 2023 Part Time

### **Responsibilities:**

1. Maintaining outdoor spaces, regularly mowing, timing and edging lawns, as well as planting and maintaining flowers, trees and shrubs.
2. Weeding and digging, removing weeds, digging, and preparing soil for plating or garden maintenance.
3. Using power equipment, operating lawnmowers, trimmers, blowers, and other landscaping machinery.
4. Hardscaping installation and maintaining hardscape features such as pathways, fences, and retaining walls.
5. Pruning and tree care, timing and shaping plants, shrubs, and trees to promote healthy growth and enhance the aesthetic of outdoor spaces.
6. Landscaping design support, assisting in the creation and implementation of landscape design, including planting, schemes and plant material selection.
7. Cleanup and waste removal, collecting and disposing of yard waste, leaves and debris.
8. Health and Safety, ensuring that all tasks are completed safely, following proper procedures, and adhering to environmental and safety regulations.
9. Client interaction. Occasionally interacting with clients to discuss project needs, offer advice, or explain care and maintenance procedures.

Skills: Physical Stamina and Strength, Knowledge of plants and horticulture, Proficiency with landscaping equipment, Attention to detail, Physical dexterity and coordination, Problem solving, Time management, Safety Awareness, Customer service, Teamwork and collaboration, Basic landscaping design, Ability to work outdoors in various weather.

## **LEED Supervisor in Construction Site**

MC Consorcio de Ingenieria - Mexico, Mexico City

May 2021 to May 2022 Full Time

### **Responsibilities:**

1. LEED Compliance Management, supervise construction practices to ensure alignment with the requirements for LEED (BD+C)
2. Coordinate with contractors and subcontractors to implement sustainable measures, such as efficient material use and waste reduction.
3. Documentation and Reporting, collect, verify and maintain accurate records related to LEED credit compliance,
4. Collaborate with design teams and LEED consultants to ensure alignment between project design and on-site implementation.
5. Training and Awareness, organize training sessions for site personnel on sustainable construction strategies and LEED requirements.
6. Promote a culture of sustainability among workers by encouraging practices that reduce environmental impact.
7. Environmental Impact Monitoring, continuously assess the environmental impact of the project, including water management, on-site air quality and emissions. Implement mitigation plans to minimize negative impacts during construction phases.
8. Leadership and Problem-solving, serve as the primary link between the construction team, client, and sustainability consultants, address challenges related to the integration of sustainable solutions within project timelines and budgets.

9. Site Audits and Inspections, conduct regular on-site inspections to ensure adherence to LEED standards and identify areas for improvement.
10. Prepare reports on compliance status and provide recommendations for optimization.

Skills: LEED BD+C expertise, Construction project management, Technical Documentation Management, Environmental Monitoring, Effective communication, Problem solving, Team training and motivation, Time and priority management, Attention to detail, Construction and Sustainability software, (AutoCAD, Revit, BIM, LEED online), Regulations and Codes.

### **Project LEED Consultant**

Revitaliza Consultores. Mexico, Mexico City

February 2021 to February 2021 Full time

#### **Responsibilities:**

1. LEED Certification Management. Guided projects through the LEED certification process, ensuring compliance with the chosen rating system.
2. Provided expertise in selecting the most appropriate LEED strategies to meet client sustainability goals.
3. Documentation and Submission, Collected, reviewed, and prepared documentation for submission to the Green Business Certification inc (GBCI).
4. Sustainability Strategy Development, analyzed project design and construction plans to recommend improvements aligned with LEED criteria.
5. Proposed innovative sustainability solutions, such as energy efficiency, measures, material selection, and water strategies.
6. Stakeholder Coordination. Collaborated with architects, engineers, and contractors to integrate LEED requirements throughout project phases.
7. Monitoring project progress to ensure alignment with certification timelines and objectives.
8. Performance Metrics Analysis. Utilized tools and metrics to evaluate project performance in areas such indoor air quality.
9. Provided detailed reports to stakeholders highlighting project achievements and sustainability impacts.

Skills: LEED Certification Accredited Professional, Sustainability Strategy Development, Technical Documentation, Performance Analysis Tools, Stakeholder Collaboration, Client education, Problem-solving, Project management, Attention to detail, Design and Analysis Tools, Data Management, Green building Standards, Market trends in Sustainability.

### **LEED Supervisor in Construction Site.**

IDEA consultoria, Mexico, Zapopan Jalisco.

December 2020 to February 2021 Full Time. Remote and Presential.

#### **Responsibilities:**

1. Supervised the implementation of sustainability strategies at the construction site.
2. Coordinated with contractors and projects teams to verify the use of sustainable materials and proper waste management on-site.
3. Conducted site audits to ensure adherence to specifications related to energy efficiency, indoor air quality, and water consumption.
4. Prepared progress reports and documentation required for the LEED certification process.

5. Acted as a link between design, construction, and consulting teams to align sustainability goals and resolve technical issues in real time.
6. Trained on-site teams on sustainable practices and LEED requirements to maximize the project's environmental impact.

Skills: Sustainability expertise, Technical Auditing, Documentation Management, Problem Solving, Training & Leadership, Communication, Environmental Compliance.

### **Documenter Senior.**

CSO Consultoria Sustentable Orendain, Mexico, Zapopan Jalisco.

Mayo 2019 to March 2020 Full Time.

#### Responsibilities:

1. Managed the preparation and organization of technical documentation for sustainability certification processes.
2. Conducted detailed analyses of project specifications to ensure compliance with environmental and sustainability standards.
3. Collaborated with design and engineering teams to gather, verify and format data required for certification submissions.
4. Created detailed reports and summaries to streamline communication between clients and certifying organizations.
5. Ensured all documentation adhered to established guidelines and deadlines, mitigating risks of delays in project certification.
6. Assisted in developing templates and standardized processes to improve efficiency in documentation workflows.

Skills: Sustainability Documentations, Attention to detail, Regulatory Knowledge, Data Analysis, Project Coordination, Time Management, Process Optimization.

### **LEED Responsible.**

Grupo Baysa, Mexico, Mexico city.

October 2018 to January 2019 Full Time.

#### Responsibilities:

1. Led the coordination and implementation of LEED standards during the construction of the metal structure for Mexico City's airport.
2. Collaborated with the project management team to integrate sustainable practices into the construction process, ensuring LEED compliance.
3. Supervised and tracked on-site activities related to energy efficiency, waste management, and the use of sustainable materials in the structural build.
4. Coordinated with contractors and suppliers to source materials and systems that met LEED environmental criteria.
5. Prepared documentation and reports to ensure the project met required sustainability benchmarks for LEED certification.
6. Conducted regular site audits to assess compliance with LEED guidelines and provide recommendations for improvement.

7. Acted as the primary point of contact for the LEED certification process, liaising with certification bodies and stakeholders.
8. Provided training to construction teams on LEED practices and sustainability objectives.

Skills: LEED Certification Management, Sustainability Integration, Project Oversight, On-site Auditing, Documentation & Reporting, Collaboration with Contractors, Training & Education, Problem Solving & Decision Making.

### **Volunteer Worker.**

(RE) CREO, Mexico, Mexico city.

April 2018 to October 2018 Part time.

#### **Responsibilities:**

1. Assisted in the conceptual design of furniture pieces, collaborating with the design team to create functional and aesthetics solutions.
2. Developed digital presentations to communicate design ideas and project proposals.
3. Participated in the interior redesign of social homes.
4. Supported the team in brainstorming sessions, contributing innovative ideas to improve the quality and impact of the project.

Skills: Conceptual Design, Digital Presentation Creation, Collaborative Design, Research & Material Selection, Creative Problem Solving.

### **Professional Practices.**

SUEMA Sustentabilidad en Energía y Medio Ambiente), Mexico, Mexico city.

October 2017 to April 2018 Full time.

#### **Responsibilities:**

1. Collaborated in the development and implementation of an inclusive recycling program, aiming to increase community participation and environmental impact.
2. Assisted in the creation of models and infographics to visually communicate the benefits and processes related to sustainability and energy efficiency.
3. Participated in guided tours at the electricity generating plant, educating visitors on energy production processes and environmental practices.
4. Worked alongside the sustainability team to promote awareness of energy-saving techniques and eco-friendly practices within the company and community.
5. Contributed to the design and distribution of educational materials focused on renewable energy and environmental conservation.
6. Supported the creation of reports and presentations to communicate sustainability efforts to stakeholders.

Skills: Sustainability Program Development, Educational Content Creation, Public Speaking, Environmental Awareness, Collaboration, Report Writing.

## EDUCATION

### **Certificate.**

#### **Digital International Building with Energy Efficiency and Adaptive Comfort.**

National Autonomous University of Mexico.

March 2022 to June 2022.

### **Bachelor Degree.**

#### **Industrial Designer.**

National Autonomous University of Mexico.

August 2014 to May 2018.

### **Basis Training on Architecture.**

National Autonomous University of Mexico.

August 2011 to May 2012.

## SKILLS

Sustainability & Environmental Certification.

Teamwork & Collaboration

Effective Communication

Presentation & Report Creation

Project Management & Oversight

Material Research & Selection

Problem Solving & Critical Thinking.

Attention to Detail.

Client Relations & Stakeholder Management.

Knowledge of Green Building Standards.

Time Management & Multitasking.

Leadership & Supervision

Environmental Impact Assessment.

Data Analysis & Reporting.

### **Software Skills**

Fusion 360, AutoCAD, Photoshop, InDesign, Blender, LEED Online, Microsoft Office.

## LANGUAGES

Spanish, English.

## LINKEDIN PROFILE

[www.linkedin.com/in/gerardopenaherrera](https://www.linkedin.com/in/gerardopenaherrera)

## CERTIFICATION

LEED AP Building Design+Construction.

U.S. Green building Council.

Issued Mar 2020 Expires Jun 2026

Credential ID 11264444-AP-BD+C