

# AMY T. ARCHITECT

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<b>EDUCATION</b>	<b>Bachelor of Architecture</b> <i>Accredited by the National Architectural Accrediting Board (NAAB)</i> Florida Atlantic University	May 20XX Boca Raton, FL
	Architecture Study Abroad Program – Mexico City, Mexico <i>Developed design plan for a preparatory school in Iztacalco, Mexico City</i>	Summer 20XX
<b>CERTIFICATION</b>	Eligible for Architect Resume Exam	May 20XX
<b>TECHNICAL SKILLS</b>	Rhino, RhinoCAM, AutoCAD, Revit, SketchUp, Adobe Photoshop, Illustrator, InDesign, V-Ray	
<b>EXPERIENCE</b>	<b>Architectural Intern</b> <i>DCM Design</i>	August 20XX – May 20XX Boca Raton, FL
	<ul style="list-style-type: none"><li>• Participated in project coordination meetings and construction site visits</li><li>• Utilized Revit to create construction plans for academic and residential projects</li><li>• Maintained company project files to ensure that they were up to date and organized</li><li>• Assisted supervising architect with drafting and 3D modeling for incoming projects</li><li>• Presented assigned projects to design team and made changes based on recommendations</li></ul>	
	<b>Construction Intern</b> <i>Kaufman Lynn Construction</i>	April 20XX – March 20XX Boca Raton, FL
	<ul style="list-style-type: none"><li>• Managed company documents by tracking materials and updating files based on supervisor and customer requests</li><li>• Facilitated verbal and written communication regarding current projects between the management team, subcontractors, and suppliers</li><li>• Balanced co-occurring construction deadlines by prioritizing projects set by supervisor</li><li>• Set foundation for upcoming projects by assisting supervisor with land surveying and verification of field conditions</li></ul>	
	<b>Sales Associate</b> <i>Bath &amp; Body Works</i>	August 20XX – November 20XX Delray Beach, FL
	<ul style="list-style-type: none"><li>• Recommend merchandise to customers according to their wants and needs</li><li>• Improve customer shopping experience by providing premier customer service</li><li>• Utilized corporate display plan to construct aesthetically pleasing exhibits of store merchandise.</li></ul>	
<b>ACTIVITIES</b>	Tau Sigma Delta Honor Society in Architecture and Allied Arts	20XX – Present
	School of Architecture Student Advisory Council	20XX – Present
	Phi Kappa Phi Honor Society, <i>Secretary</i>	20XX – Present
	Association for Women in Architecture and Design	20XX – Present
<b>PUBLICATIONS</b>	A proposed Cultural Arts Center for Greensboro, North Carolina, <i>March 20XX</i>	



## FAU CAREER CENTER

777 Glades Road, Boca Raton, FL 33431 | Student Support Services Bldg. SU-80, Suite 220  
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