

Amy T. Architect

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(561) 555-1937

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EDUCATION

Bachelor of Architecture

Accredited by the National Architectural Accrediting Board (NAAB)

Florida Atlantic University

May 20XX

Boca Raton, FL

Architecture Study Abroad Program – Mexico City, Mexico

Developed design plan for a preparatory school in Iztacalco, Mexico City

Summer 20XX

CERTIFICATION

Eligible for Architect Registration Exam

May 20XX

TECHNICAL SKILLS

Rhino, RhinoCAM, AutoCAD, Revit, SketchUp, Adobe Photoshop, Illustrator, InDesign, V-Ray

EXPERIENCE

Architectural Intern

DCM Design

- Participated in project coordination meetings and construction site visits
- Utilized Revit to create construction plans for academic and residential projects
- Maintained company project files to ensure that they were up to date and organized
- Assisted supervising architect with drafting and 3D modeling for incoming projects
- Presented assigned projects to design team and made changes based on recommendations

Aug 20XX – May 20XX

Boca Raton, FL

Construction Intern

Kaufman Lynn Construction

- Managed company documents by tracking materials and updating files based on supervisor and customer requests
- Facilitated verbal and written communication regarding current projects between the management team, subcontractors, and suppliers
- Balanced co-occurring construction deadlines by prioritizing projects set by supervisor
- Set foundation for upcoming projects by assisting supervisor with land surveying and verification of field conditions

Apr 20XX – Mar 20XX

Boca Raton, FL

Sales Associate

Bath & Body Works

- Recommend merchandise to customers according to their wants and needs
- Improve customer shopping experience by providing premier customer service
- Utilized corporate display plan to construct aesthetically pleasing exhibits of store merchandise.

Aug 20XX – Nov 20XX

Delray Beach, FL

PROFESSIONAL ASSOCIATIONS/ ACTIVITIES

Tau Sigma Delta Honor Society in Architecture and Allied Arts

School of Architecture Student Advisory Council

Phi Kappa Phi Honor Society, *Secretary*

Association for Women in Architecture and Design

20XX – Present

20XX – Present

20XX – Present

20XX – Present

PUBLICATIONS

A proposed Cultural Arts Center for Greensboro, North Carolina, *March 20XX*