

# NAME

123 President's Circle, Salt Lake, UT | name@email.com | www.myportfolio.com  
000.000.0000

## EDUCATION

- Master of Architecture | *University of Utah* | Salt Lake City, UT (May 20xx)
- Bachelor of Science in Architecture | *University of Utah* | Salt Lake City, UT (May 20xx)  
Minor in Spanish
- Public Interest Design Summer Studio | *University of Texas* | Austin, TX (May 20xx-July 20xx)
- Three Cities Studio Study Abroad | *Syracuse University* | (May 20xx-Aug 20xx)  
Italy, England, and the Netherlands

## EXPERIENCE

- Public Interest Design Fellow | *Tulane City Center* | New Orleans, LA (Jan-Oct 20xx)
  - Developed the Hollygrove Greenline Master Plan with other design professionals and community stakeholders through schematic design and design development phases.
  - Managed the schedule, budget, material orders, and staff and volunteer labor for installation of five rain gardens on the properties of five Hollygrove Neighborhood families, according to the designs of a landscape architect. The project was completed at budget and on schedule.
  - Conducted a workshop for Hollygrove residents concerning low impact development education and implementation, including a demonstration of simple, at-home site surveying and soil percolation testing.
- AmeriCorps CapacityCorps Member | *Rebuilding Together* | Alexandria, VA (Jan-Dec 20xx)  
Community Engagement Coordinator  
Program Coordinator (full-time staff) | *Rebuilding Together* | Alexandria, VA (Jan-May 20xx)
  - Gained experience in skills-based volunteer management, grant writing and fund-raising, and home rehabilitation prioritizing on critical repairs and energy efficiency.
  - Created a sustainable outreach system that categorized presentations, workshops, and communications conducted by staff members, thereby expanding the client base and community partnerships.
  - Participated in collaborative meetings, educational seminars, and conferences focusing on housing issues and related services.
- CAD/CNC Technician | *OEC Engineering Corp* | Chantilly, VA (Mar-Dec 20xx)
  - Analyzed construction documents to prepare bids for a range of scopes and scales in architectural and engineering fabrication, from \$100 to multi-million dollar projects.
  - Collaborated in design and detailing of custom fabrication projects, such as a stone "carpet", medical equipment, signage and logos, and furniture.
  - Programmed code and configuration settings for water jet cutting an array of materials, including glass, metal, plastic, and stone.
- Design Consultant | *Blinds To Go* | Springfield, VA (Sept 20xx-Mar 20xx)
  - Guided customers in selecting the window covering that best represented their desired function, decor, and budget using product knowledge and quality comparison.
  - Addressed customer service issues and performed repairs on blinds and shades.

## MEMBERSHIP

- USGBC Member (Dec 20xx-Present)
- SEED Network Member (Mar 20xx-Present)
- Richardson Memorial Hall Working Group (Fall 20xx-Spr 20xx)
- Graduate Admissions Committee (Spr 20xx)

## ACCRED.

- LEED BD+C Accredited (expected June 20xx)
- SEED Accredited (Mar 20xx)
- Lead Safe Renovation Accredited (Jan 20xx)

## SKILLS

- |  |   |   |
|--|---|---|
| <b>Design:</b><br>Project Management (on the job)<br>Schematic Design<br>Design Development<br>Cost Estimation/Budgeting<br>3D and Physical Modeling<br>Drafting and Sketching | <b>Construction and Fabrication:</b><br>Project Management (on the job)<br>Cost Estimation/Budgeting<br>Labor and Resource Management (on the job)<br>CNC Fabrication (3D Printer, Laser Cutter,<br>Water Jet Cutter, 3 Point Router)<br>Wood and Metal Working | <b>Software:</b><br>Revit<br>AutoCAD<br>Rhino 5 and V-Ray<br>Adobe CS6<br>Sketchup 8<br>ESRI ArcMap (GIS) |
|--|---|---|