

AMY T. ARCHITECT

123 FAU Boulevard, Boca Raton, FL 33431

(561) 555-1937

Aarchitect@fau.edu

EDUCATION	Bachelor of Architecture <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
CERTIFICATION	Eligible for Architect Resume Exam	May 20XX
TECHNICAL SKILLS	Rhino, RhinoCAM, AutoCAD, Revit, SketchUp, Adobe Photoshop, Illustrator, InDesign, V-Ray	
EXPERIENCE	Architectural Intern <i>DCM Design</i>	August 20XX – May 20XX Boca Raton, FL
	<ul style="list-style-type: none">• 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	
	Construction Intern <i>Kaufman Lynn Construction</i>	April 20XX – March 20XX Boca Raton, FL
	<ul style="list-style-type: none">• 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	
	Sales Associate <i>Bath & Body Works</i>	August 20XX – November 20XX Delray Beach, FL
	<ul style="list-style-type: none">• 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.	
ACTIVITIES	Tau Sigma Delta Honor Society in Architecture and Allied Arts School of Architecture Student Advisory Council Phi Kappa Phi Honor Society, <i>Secretary</i> 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, <i>March 20XX</i>	