

# ARCHITECTURE RESUME

by RESUME GENIUS







## SUMMARY

- Cost-saving: Delivered projects 17% under budget on average
- Customer service: Retained most new clients among team
- Achiever: 91% of my blueprints adopted for project execution
- Quality Control: Participated in 37 on-site visits

## EDUCATION

**May 2017**  
**New York University**  
**New York, NY**  
*Bachelor of Arts, Communications,*  
*Honors: cum laude (GPA: 3.6/4.0)*

## RELEVANT SKILLS

Critical Thinking		80%
Written Communication		70%
Autodesk Revit		90%
Apache Hadoop		75%
Time Management		95%
Negotiation		80%

## CERTIFICATIONS

**2018**  
**Licensed Architect**  
California Architects Board

## CONTACT

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## PROFESSIONAL EXPERIENCE

**August 2018–Present**

**Junior Architect**

**Lopez & Zhang Architects, San Diego, CA**

- Prepared 147 blueprints for corporate clients
- Meet and discuss architectural projects with clients
- Represent clients to obtain bids and win construction contracts
- Inspect building sites to assess suitability for construction and ascertain environmental impact
- Direct team of 20+ technicians to create comprehensive specification documents
- Negotiated and administered 200+ construction contracts
- Analyze cost and benefits of projects

**August 2015–August 2018**

**Architect Intern**

**Goldberg & Richards, Los Angeles, CA**

- Prepared 47 scale drawings of planned developments using computer-aided design software
- Aided in design of 10+ buildings taking into account federal and state environmental and safety regulations
- Drafted detailed information on design, structural specifications, materials, and costs of new buildings
- Undertook intensive study as part of Architectural Experience Program in preparation for California Licensed Architect Exams