

Mary J. Smith

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email@gmail.com

OBJECTIVE: Seeking for full-time employment as an architect in charge of multi-unit residential, shopping mall and industrial park design and construction projects.

CAREER PROFILE:

- 9 year experience in designing, planning, and supervising building construction.
- Expert in computer-assisted design and drafting (CADD) software and hardware.
- Award-winner designer of profitable shopping-malls and commercial platforms.

WORK EXPERIENCE

TRI-STATE ARCHITECTS

Senior Architect

Durham, NC
April 2007 — October 2009

- Oversaw 6 mixed-use projects to completion in the tri-state region.
- Drafted corporate building safety guidelines and saved the company \$6 mil over 3 years.
- Designed and supervised the Merryfield Industrial Park project.

WASHINGTON DESIGN ASSOCIATES

Architect

Washington, D.C.
July 2003 — April 2007

- Designed the new cantilevered wing of UniPro Bros. in downtown DC.
- Negotiated the purchasing of a digital drafting company in Florida.
- Designed the new addition to the Bob Smith Federal Office Building on Capitol Hill.
- Recognized by AIA as a leading national expert on computer-assisted design and drafting (CADD) software.

STUDIO 99

Architect

Washington, D.C.
June 1998 — August 2003

- Led a 3-person team on architectural area planning tasks.
- Supervised project documentation and office communication with builders.
- Developed a "green design" reducing the heating, ventilation, and air-conditioning system footprint in government offices and shopping malls.

STATE OF NEW MEXICO, Architectural Commission

Architectural Intern

Albuquerque, NM
Summer 1998

- Served as an intern in Albuquerque downtown renovation design project.

(Architecture Resume – www.how-to-write-anything.com)

CROSS-OVER SKILLS

Business negotiation and financial planning.

Web, print, and industrial design.

Professional calligraphy and font design.

MEMBERSHIP

Member, American Institute of Architects, New York, NY, 2006 — present

Member, Society of American Registered Architects, New York, NY, 2000 — present

Member, National Architectural Accrediting Board, New York, NY, 2000 — present

EDUCATION

University of Miami, School of Arts and Sciences, Miami, FL
Bachelor of Architecture, Architectural Engineering, May 1995

AWARD

"Junior Architect of the Year Award – 1999," AIA

REFERENCES available upon request.