

ARCHITECT RESUME EXAMPLE

1010 South Street, New York, NY 10003

(212) 204-5645

john.doe@gmail.com

Architect with over 10 years of experience selecting building materials and performing building code analysis. Possesses a B.S. in Architecture and AutoCAD knowledge.

PROFESSIONAL EXPERIENCE

CHOWBALLO COMPANY

Boston, MA

Architect

September 1998 – Present

- Provide oversight for construction activities conducted by construction contractors, contracts totaling \$1.1B
- Assist in developing construction and maintenance and repair requirements, specifications, and plans to address health care facility improvement needs
- Serve as a Contracting Officer's Technical Representative on assigned projects
- Inspect construction, maintenance and repair projects to ensure compliance with contract plans and specifications
- Write scopes of work and technical descriptions of work to be accomplished for architect/engineering (A/E) contracts
- Evaluate facility conditions and current requirement and identify deficiencies and areas for improvement
- Perform field measurements and collects data pertaining to technical and administrative
- Develop proposals and estimate for various short-term and long-term planning initiatives

FLUSS GNUFF

Boston, MA

Architect Assistant (Intern)

September 1998 – Present

- Preparation of preliminary design documents and contract documents (including construction drawings and specifications)
- Perform building code analysis
- Visit construction sites or existing buildings as required for information-gathering, observation, answering contractor questions, or representing the owner in preparing punch lists

EDUCATION

COWELL UNIVERSITY

Chicago, IL

Bachelor of Science in Architecture (NAAB) Candidate, June 1995

- GPA 3.2
- Designed a new school blueprint for Darfur refugees

ADDITIONAL SKILLS

- Proficiency in AutoCAD, Revit, Sketch-Up, Photoshop, and using Microsoft software tools such as MS Word, Outlook, and Excel
- Basic 2D & 3D computer graphic skills

ADDITIONAL SECTION

- Passed Architectural Registration Examination (ARE)