

# ARCHITECTURE RESUME

by Resume Genius

## CONTACT

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## EDUCATION

MASTER OF ARCHITECTURE  
*Woodbury University*  
2013–2015

BS ARCHITECTURE  
*Woodbury University*  
2009–2013

## KEY SKILLS

Critical Thinking

Written Communication

Autodesk Revit

Apache Hadoop

Time Management

Negotiation

## CERTIFICATIONS

LICENSED ARCHITECT  
*California Architects Board, 2018*

## RESUME 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

## PROFESSIONAL EXPERIENCE

### JUNIOR ARCHITECT

*Lopez & Zhang Architects, San Diego, CA / August 2018—present*

- 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

### ARCHITECT INTERN

*Goldberg & Richards, Los Angeles, CA / August 2015—August 2018*

- 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