

ILIRJAN MULLAJ

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SUMMARY

Hard working and experienced architect with a background in building plans, interior design and home remodels . Seeking to apply my abilities in your company. I am a dedicated individual aiming to help fulfill company goals and take on more responsibilities.

QUALIFICATIONS

- ❖ Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models
- ❖ Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads
- ❖ Strong background in Design & Architectural concepts and principles
- ❖ Excellent organizational and planning skills, information gathering, problem analysis and resolution skills
- ❖ Team oriented/attention to detail
- ❖ Developing constructive and cooperative working relationships with others and maintaining them over time.

COMPETENCIES

AutoCAD	Adobe Photoshop	Corel	Graphic
SketchUp	Adobe InDesign	Plan Facility	Photo Imaging
Revit	Adobe Illustrator	Drafting & Laying Out	Customer Service

RELEVANT EXPERIENCE

- ♦ Plan and design interior environments
- ♦ Plan facility layouts or designs
- ♦ Coordinate construction or installation activities
- ♦ Inspect facilities or sites to determine if they meet specifications or standards
- ♦ Draw detailed or technical illustrations
- ♦ Confer with clients to determine needs

PROFESSIONAL WORK HISTORY

- Independent Contractor** **Sacramento, CA** **May 2020-Present**
 - Kitchen Remodeling, Cabinet Installation, Design for Garage Conversion, Handyman, Amazon Delivery
- Interstate Company, Citizen Hotel** **Dishwasher** **Sacramento, CA** **May 2019 – April 2020**
- Barbosa Cabinets, Inc.** **Carpenter** **Tracy, CA** **Dec 2018-Apr 19**
 - Building cabinets; Cleaned and inspected job site
- Family Business** **Interior Designer** **Tirana, Albania** **July 2008 – Nov 2018**
 - Use computer drafting (CAD) and related software to produce construction documents
 - Coordinate with other professionals, such as contractors, architects, engineers, and plumbers, to ensure job success
 - Inspect construction work on site to ensure its adherence to the design plans
 - Advise client on interior design factors such as space planning, layout and use of furnishings or equipment, and color coordination
 - Confer with client to determine factors affecting planning interior environments, such as budget, architectural preferences, and purpose and function
 - Estimate material requirements and costs, and present design to client for approval
 - Research and explore the use of new materials, technologies, and products to incorporate into designs
 - Subcontract fabrication, installation, and arrangement of carpeting, fixtures, accessories, draperies, paint and wall coverings, artwork, furniture, and related items.
- Albania University Press** **Print&Publish Department Manager** **Tirana, Albania** **Oct 2013 – Nov 2018**
 - Developed strategies and plans based on customers' requirements and according to company procedures
 - Supervised, motivated, and built a team of 5 technicians working in academic book design, publishing, and printing
 - Examined the final samples and approved the quality, before delivery to the clients by checking the accuracy and fulfillment of product specifications
 - Created different logos, flyers, brochures, magazines, catalogues, and books
 - Designed mock-ups and layouts for printing publications that reflected the clients' goal and requirements
 - Supervised the process of up to 20 book prints per month and numerous small-scale printings.

6. Alflexim ltd Graphic Designer Tirana, Albania Apr 2004 – Sep 2013

- Designed and prepared plates for the publishing house
- Managed and coordinated design projects from concept through completion
- Converted features to benefits to achieve client objectives and fulfilled their needs
- Being able to translate different subject matters into concrete designs to achieve the customers' requirements
- Participated in a team environment to prepare and produce the products for the publishing house in a fast and effective way

7. Family Business Carpenter Tirana, Albania Sep 1997 – Mar 2004

- Coordination with different clients and translated their vision into actual sketches using different design programs
- Prepared the furniture sketches per the client's desire and performing the design spec calculations
- Helped the main carpenter in the production process by shaping different wooden materials and assembled the furniture according to the sketches and blueprints

EDUCATION & CERTIFICATIONS

- 8. *BA & MSc in Architecture* "Albanian University", Tirana, Albania **2011- 2016****
- 9. Two classes Architectural Design and Technology (Revit) Los Rios Community College **2020-2021****

REFERENCES

Name: DALE DODSON

Title: English Language Instructor
Company: Sacramento, Food Bank
Phone Number: **(916) 747-4435**

Name: Rich and Sheri Fischer

Title: Clients for Kitchen Remodel
Sacramento
Phone Number: **(916) 412-2599**

Name: Roger Jones

Title: Client for Garage Conversion to Apartment
Sacramento
Phone Number: **(916) 400-1417**

Name: EVAN PERLIC

Title: Chef de Cuisine
Company: Interstate Company, Citizen Hotel
Phone Number: **(916) 492-4450**

Name: VICTOR

Title: Supervisor
Company: Barbosa Cabinets, Inc.
Phone Number: **(209) 658-1177**

Name: GENTI DROBONIKU

Title: Research Data Manager III
Company: C.A, Department of Tax and Fee Administration
Phone Number: **(707) 362-9839**