

## Ashley Sue Masoomian

925 NW Hoyt Street  
Apt 221  
Portland, OR 97209  
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### **Education**

Architecture Major, Tyler School of Art, Temple University - Philadelphia PA  
Bachelor of Architecture, GPA 3.06 May 2005  
University Scholarship for Academics, University Grant for Academics

### **Work Experience**

#### **Peter Marino Architect**

Philadelphia, PA  
Jr Architect 2006-2011

#### *Professional Skills*

Works well with project teams as well as on my own.

- Proficient in AutoCAD 2008 and Photoshop.
- Involved in all phases of building, from initial site visit to as built and drafting.
- Preparation of architectural plans, elevations, sections, and detail sheets.
- Preparation of rendering for client meetings.
- Create and maintain records of specification and drawing.
- Researching building products (lighting, construction, design) for value and efficiency.
- Performing lighting analysis
- Coordinated construction and installation schedules between contractors, architects, and clients.

#### *Additional Skills*

Required to handle most clerical/administrative duties in office.

- Typed, managed, and maintained appointments and requisitions, answered phone calls.
- Managed invoices, architectural licenses, and petty cash accounts.
- Verified operation of office equipment (computers, scanners, printers, services, fax machine) and managed office supply inventory.