

Jessica Sved

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(786) 973-5829
Portfolio: jsved.com

Education

Pittsburgh, PA
Expected Graduation
May 2018

Carnegie Mellon University
Bachelor of Architecture

Miami, FL
Aug 2011 – May 2013

Florida International University
Dual Enrollment Program

Work Experience

Pittsburgh, PA
May 2017 – Present

Facilities Assistant

Carnegie Mellon Housing Services

Assistant to the Director of Facilities. In office tasks included updating campus building plans, compiling spreadsheets for inspections and facilities projects, and small design projects. On site tasks involved attending building project meetings and walkthroughs, conducting room inspections, and furniture inventory. Had the opportunity to work with contractors and other campus departments.

Pittsburgh, PA
May 2016 – April 2017

Office Assistant

Office Assistant

Knowledge about on-campus housing, speaking with residents and parents, troubleshooting dorm access issues, and coordinating within the department. Time was mostly spent in an office setting, but partially on-site to troubleshoot or investigate access issues in residence halls.

Pittsburgh, PA
Aug 2014 – Apr 2015

Fundraiser

Carnegie Mellon Telefund

Reached out to alumni and donors via telephone to raise funds for different Carnegie Mellon University departments.

Miami, FL
Summers 2011 – 2015

Sales

Gabal Collection

Skills

Digital

Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Rhinoceros 5.0, V-Ray Rendering, AutoCAD, ArcGIS Pro, Laser Cutting, CNC Milling, 3D Printing, Microsoft Office

Analog

Architectural Model-Making, Plaster Casting, Wood Shop Experience,

Language

Spanish (fluent)

Activities

Pittsburgh, PA
Apr 2016 – Apr 2017

National Organization of Minority Architects
Secretary