

CASSANDRA HOWARD

**CARNEGIE MELLON UNIVERSITY
SCHOOL OF ARCHITECTURE, B.ARCH
CLASS OF 2021
HONORS, DEANS LIST, FALL 2016
QPA: 3.71**

**OCEAN LAKES HIGH SCHOOL MATH AND
SCIENCE ACADEMY
ADVANCED STUDIES DIPLOMA**

 **CMHOWARD@ANDREW.CMU.EDU**

 **757-822-8838**

RELEVANT EXPERIENCE**Internship with Moseley Architects, Virginia Beach, VA, August 2015**

Designed sustainable, modular housing for college students
Collaborated with architects, interior designer, project managers
Presented final project to colleagues and received feedback
Attended The American Institute of Architects (AIA) events, worked on Design Awards published materials

WORK EXPERIENCE**Office Assistant, BME Department, Carnegie Mellon University, January 2017 - Present**

Assist the Undergraduate Program and Alumni Relations Coordinator and the Associate Department
Head of Biomedical Engineering with special projects

Process and record student information for department use
Design Commencement program, presentation for ceremony
Organized kitchen, supply rooms, storage for more efficient use

Team Leader, Pie-o-neer Pizza Bar, Virginia Beach, VA, June 2014 - August 2016

Greet and serve customers and take orders, including phone, online, and catering orders
Reconcile each register and communicate daily financials to owner
Assess restaurant stock
Train new hires
Social media management and campaign advertisement

COURSEWORK

Design Studio, Foundation I + II

Analog and Digital Media I + II

Exploring Pittsburgh: Learning to read a city

Building Physics

Historical Survey of World Architecture and Urbanism I

Social Psychology

SKILLS

Drafting	<div><div></div></div>
Free hand sketching (perspectives)	<div><div></div></div>
Adobe Photoshop	<div><div></div></div>
Adobe InDesign	<div><div></div></div>
Adobe Illustrator	<div><div></div></div>
AutoCad	<div><div></div></div>
Rhino 3D Modeling Software	<div><div></div></div>
Google Sketchup	<div><div></div></div>

ACTIVITIES

AIA Member, Design Awards Volunteer, October 2016 - Present

The Cut, Campus Music Magazine, Writer, October 2016 - Present

Girl Scouts, Gold-Award Recipient, August 2003 - Present