

MELISSA GRANT

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1650 Harvard Street NW Apt. 509 Washington, DC 20009

EDUCATION

UNIVERSITY OF PITTSBURGH / PITTSBURGH, PA / Spring 2013
Graduated magna cum laude with a B.A. in Architectural Studies &
a B.A. in the History of Art & Architecture and a minor in Studio Arts

LORENZO DE' MEDICI / FLORENCE, ITALY / Fall 2011
Studied Sustainable Design & the Italian Language

PROFESSIONAL EXPERIENCE

AIA - AMERICAN INSTITUTE OF ARCHITECTS / WASHINGTON, DC
Manager, Graphic Design & Project Management - Brand & Strategic Marketing / 01.2016 - Present
Specialist, Graphic Design & Project Management - Brand & Strategic Marketing / 01.2014 - 01.2016

Produce high quality design materials while maintaining and enhancing AIA's brand, execute design concepts for print and digital products, manage projects from conception to completion within given budgets and deadlines, and design trade show booths that visually communicate AIA's value and brand

AIA - AMERICAN INSTITUTE OF ARCHITECTS / WASHINGTON, DC
Intern - Strategic Communications & Marketing / 10.2013 - 12.2013

Created and curated original content for social media channels, designed materials for AIA.org, and assisted in writing proposal for National Architecture Week 2014

ANTHROPOLOGIE / PITTSBURGH, PA & WASHINGTON, DC
Visual Design Assistant & Sales Associate / 09.2012 - Present

Create installation art for store displays, style home and apparel merchandise, and assist customers as a stylist, fitting room attendant, and cashier

R.A. HOFFMAN ARCHITECTS / PAOLI, PA
Intern / 03.2012 - 08.2012

Prepared drawings for client meetings, produced print marketing materials, and added new content and rewrote existing code for firm's website

TEACHING ASSISTANTSHIPS

UNIVERSITY OF PITTSBURGH / PITTSBURGH, PA
Teaching Assistant for an introductory architecture studio / Fall 2012

Assisted teaching undergraduate students the fundamentals of hand drafting, model building, graphic presentations, and defining public and private space

CARNEGIE MUSEUM OF ART / PITTSBURGH, PA
Teaching Assistant for studio art & architecture courses / Fall 2009 - Summer 2012

Assisted teaching K-12 students the fundamentals of reading and drawing floor plans, building massing and sketch models, and sustainable practices

PROFICIENCIES

*Adobe InDesign / Adobe Illustrator / Adobe Photoshop / AutoCAD / Revit / SketchUp
MS Office Suite / HTML & CSS*