

Jordan Takumi Davis



3119 West 160th Street, Cleveland, Ohio 44111

janaro.oeste623@gmail.com • jordand@andrew.cmu.edu • Cell: (216) 502-5367 •
<http://janarooeste623.wixsite.com/davisjordantakumi>

SUMMARY

Utilizing my previous experiences throughout my education, I am currently taking classes at Carnegie Mellon University to pursue a career in residential architecture. With my improving technological and communicative skills, I can provide critical insight into projects with the intention of adapting further.

EDUCATION

Carnegie Mellon University

5000 Forbes Avenue, Pittsburgh, PA 15213

Anticipated Graduation in May 2021 • Bachelors in Architecture Degree (B. Arch)

Cuyahoga Community College

2900 Cuyahoga Community College, Cleveland, OH 44115

60 Credits Earned • Associates in Art Degree

COURSES

Architectural Studio: Foundations I

Media I

Exploring Pittsburgh

Architectural Studio: Foundations II

Media II

Building Physics

WORK EXPERIENCE

Member and "Architect" in Architecture, Construction, and Engineering (ACE) Mentoring Program | Greater Cleveland Branch
October 2014 – May 2016

Hand illustrated team logo concept

Produced drawing and Google SketchUp models of design concepts

Participated in group discussions and debates on designs

Aided with composing annual presentation concluding each ACE season

Co-delivered presentation of ideas during annual banquets

Intern of the Informational Technology Department | Cleveland Municipal Court

June 2015 – August 2015

Scanned myriad paper documents into PDF files for improved organization

Maintained furniture to improve work environment

Manually labeled and organized binders using Microsoft Word, Excel

Surveyed computers, telephones, printers, scanners, and other machines throughout Cleveland Municipal Court for supply inventory

Inputted data into records via Track-It! Program for additional organization

Disassembled and repaired telephones for proper disposal

Gallery Assistant | Miller Gallery, Carnegie Mellon University

February 2017 – May 2017

Protect and activate artworks to display to public

Greet visitors to introduce them to exhibitions

Converse with and guide visitors through exhibit to provide insight

Inspect functioning art pieces (interactive screens, computers, televisions, etc.) to maintain gallery

SKILLS

TECHNOLOGY/SOFTWARE

Rhinoceros

Photoshop

InDesign

Google SketchUp

Illustrator

MATLAB

LANGUAGES

Japanese (Novice level)

Spanish (Novice level)

Portuguese (Learning)

Russian (Learning)

HANDS ON

Drafting

Perspective Drawing

Sketching

Modeling (Basswood, Chipboard, Strathmore, Foam Core)

COMMUNITY SERVICE

Volunteer | Cleveland Clinic Main Campus

October 2014 – April 2015, October 2015 – April 2016 (200 total hours)

Evaluated and organized patient information via health criteria by hand and with the use of Microsoft Excel

Categorized employee information based on educational criteria by hand

Resupplied patient rooms