



90-29 Eldert Lane Woodhaven, NY 11421
@gmail.com
(929) 239-

SUMMARY

To combine my construction background expertise, with formal architectural training and become an asset and contribute towards the continuing success of your business.

Strengths include:

- Conceptual Design
- Construction Documentation
- Strong leadership Skills
- Digital/Physical Modeling
- Construction Administration
- Problem Solving
- Interior/Exterior Detailing
- Hand & Software Drafting

MILITARY EXPERIENCE

U.S Army Fort Totten, NY/ Fort Lee, VA Certified Logistical Specialist

Dec 2001- April 2007

- Import/ export shipping coordination, inspection and inventory of shipping containers.
- Specialized in providing solutions while on Strict Deadlines.

Deployed to Manama, Bahrain U.S Naval Base Logistics Coordinator/Warehouse Supervisor

Dec 2004- April 2005

- Distributed Maps and terrain Intel Documents to units in Combat Operations.
- Created daily schedules and delegated work as Shift supervisor.

Deployed to Kuwaiti Naval Base, Kuwait U.S Customs Inspector

May 2005- Nov 2005

- Supervised decontamination and Inspected 100 military vehicles per day for contraband.
- Supervised 200 Demobilizing Soldiers.

PROFESSIONAL EXPERIENCE

Operative Plasterers & Cement Masons Local Union 262

Nov 2008- Present

Specializing in:

- Cast in Place Molding
- Concrete Flanking/leveling
- Drywall Taping
- Traditional 3 Coat Plaster
- EFIS Applications
- Skim Coating
- Ornamental Finishes
- Kadex/ Covercoat
- Spray-gun Painting

EDUCATION

New York City College of Technology, Brooklyn, NY Pursing a Bachelor's Degree in Architectural Technology, 3.4 GPA

Aug 2010- Present

Software Proficiency:

- AutoCAD
- Photoshop
- Rhino
- Revit
- Illustrator
- V Ray
- Sketch Up
- InDesign
- Lumion

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2302 avenue O apt.

Mobile: 646. 244. E-mail: @gmail.com

EDUCATION

New York City College of Technology, CUNY

Bachelor in Architectural Technology

Dean's List

Brooklyn, NY

2009 - Present

Expected Graduation: Fall 2015

Kingsborough Community College, CUNY

Associate in Applied Science

Dean's List

Brooklyn, NY

June 2007 - June 2009

EXPERIENCE

Issa Khorasanchi P.E

Architect's Assistant

Sea Cliff, LI

Jan 2013 - Present

- ✓ Under supervision of R.A., prepare preliminary and final designs and details for residential, commercial and manufacturing projects
- ✓ Communicate with client on all architectural matters
- ✓ Research best solutions for complex technical problems
- ✓ Review and ensure resolution of code compliance issues
- ✓ Assist in all communications and transactions with the NYC DOB and other government agencies
- ✓ Assist in the removal of ECB and DOB violations

INTERNSHIP

B&B Sheet Metal & Roofing

CADD Drafter

Long Island City, NY

Nov 2010 – Feb 2011

- ✓ Read and interpreted architectural drawings
- ✓ Created shop drawings of roofing elements using AutoCAD
- ✓ Provided information about necessary materials & dimensions for projects
- ✓ Reviewed data to determine material and labor requirements
- ✓ Determined costs related to raw materials and purchased services
- ✓ Performed data entry, updating of files, & other clerical work

PROFICIENT

Autodesk: AutoCAD, Rhinoceros, Grasshopper, V-Ray, Revit, BIM

Adobe: Bluebeam, Photoshop, Illustrator, Indesign

Microsoft: Word, Excel, Power Point and Outlook

SKILLS

Model making, Code Knowledge, Perspective and Hand Drafting

CERTIFICATION

DOB Filing Representative Registration - Class I

LANGUAGES

English (proficient), Russian (native)

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ARCHITECTURE STUDENT
JEWELRY DESIGNER

3rd Avenue, Apt. 5C

New York, NY 10035
@yahoo.com
347.439.

SUMMARY

I am a responsible, self-motivated, hard worker eager to learn and contribute. I'm looking to gain experience in a field where originality, innovation and creativity thrive.

BORN TO

Solve problems in unconventional manners;
Be detail-oriented;
Be wild

INTERESTS

graphic design, embroidery, sewing, old typewriters, polaroid cameras, hedgehogs, tortoises eating lettuce, packaging design, model making, patterns, knitting, painting, sketching color, crocheting polka dots, and beagles named Bagel

LANGUAGES

English ●●●●●
Spanish ●●○○○

SOFTWARE

Microsoft Office
Acrobat Pro
Illustrator
Photoshop
InDesign
AutoCAD
Rhino
Revit
3DS Max

EDUCATION

New York City College of Technology, CUNY Brooklyn, NY
Architectural Technology Dept., Bachelors of Technology (Btech)
Date of Graduation: Fall 2015
GPA: 3.2, Dean's List

WORK EXPERIENCE

Linearscape Architecture, New York, NY
Intern, Part-time
August 2015 - Present

Responsible for building an audience on various media platforms: Facebook, Instagram & Twitter
Organize media kit for public relations representatives with information of project for publishing
Collaborate with professionals on design projects and competitions
Use a variety of software to design and present drawings to clients

New York City College of Technology, CUNY
Architectural Design Foundations I
Teaching Assistant for Professor Ramsey Dabby
January 2015 - Present

Collaborate with the professor on instructional methods, lesson preparation and delivery
Responsible for course administration
Conduct digital lessons to coordinate with simultaneous course

TECHNÉ - Student Publication/Exhibition
Digital and Marketing Director
December 2013 - Present

Responsible for building an audience on various media platforms: Facebook, Instagram & Twitter
Design and manage website via the Squarespace platform

Joomi Lim Jewelry, New York, NY
Jewelry Designer, Part-time
December 2012 - Present

Design and fabricate jewelry line
Responsible for company public relations with outside vendors and magazines
Research and purchase production materials
Responsible for quality assurance of all products

Alyssa Norton Jewelry, Inc., Brooklyn, NY
Manager and Jewelry Designer, Full-time
September 2009 - July 2012

Supervised a team of jewelry designers and trained new personnel
Corresponded with contractors regarding orders
Managed public relations responsibilities such as:
selecting samples for fashion magazines and maintaining relationships with magazine representatives
Researched production resources and purchased material supplies
Responsible for quality assurance of all products
Created administrative forms via Microsoft Office programs, to enhance productivity levels

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51-02 Junction Blvd
Elmhurst, New York 11373
718-570-
xxxxg@gmail.com

Objective

To obtain a position within a program that will allow me to receive the education and training necessary to develop my skills and use those skills in order to contribute to the company and the developing of the business.

Education

New York City College of Technology, CUNY Expected Graduation Date with Btech, Bachelor of Technology	08/2012 – Present 12/2016	Brooklyn, NY
High School of Construction Trades, Engineering and Architecture	09/2008 – 06/2012	Ozone Park, Queens, NY

Work Experience

KMP Design and Engineering <i>Architecture Drafter</i> <ul style="list-style-type: none">Understanding and applying the Zoning and Building CodeSolving design problems in the drawingsDeveloping drawings for DOB submission and approvalProvide proper corrections to drawings after being reviewed by the Department of Buildings	02/2015 - Present	Crown Heights Brooklyn, NY
The Child Center of NY Workforce Investment Act Program <i>Program Coordinator</i> <ul style="list-style-type: none">Facilitated work readiness workshopsInputted attendance into Capricorn softwareContributed to the development of participant by providing monthly notesMaintained office supplies and related inventory	10/2013 - 07/2015	Elmhurst Queens, NY
The Child Center of NY Adolescent Sexual Health Program <i>Role Model/Peer Educator</i> <ul style="list-style-type: none">Engaged and assisted in daily activitiesGained confidence and trust from participantsDemonstrated leadership by empowering youth with sexual health knowledgeResolved disputes	10/2011 – 09/2013	South Jamaica, Queens, NY

Skills

Software

- Proficient with architecture software AutoCAD, Revit, Rhino and Adobe Photoshop, Illustrator, and InDesign.
- Experienced with Microsoft Word, Excel and Powerpoint

Languages

- Fluent in English and Spanish

Involvement/Activities

- Volunteer of the New York City College of Technology Solar Decathlon Competition
08/2015 – 11/2015
- Participant of Workforce Investment Act In School Youth Program
09/2010 – 06/2012

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102-36 134 Street, South Richmond Hill, NY 11419

Cell: (347) 624-

E-mail: hotmail.com

OBJECTIVE: To obtain a position that effectively utilizes my skills and offers an opportunity for advancement, while contributing to the goals of your company.

EDUCATION:

New York City College of Technology	Brooklyn, NY
Architectural Technology Bachelors Degree	
Jan 2012 - current	
John Adams High School	Queens, NY
High School Diploma - Graduated June 2003	
Real Estate Education Center	New York, NY
Real Estate Certification	

EXPERIENCE:

He Gin Lee Architect, Flushing, NY
September 2013→ 2015

Project handler

- Responsible for handling projects from beginning to sign off.
(Drafting, prepare paperwork for DOB filing, correct objections
If any, schedule DOB appointments, Schedule inspections, obtaining
Completion letter procedures etc.)
- Corresponding with clients
- Sometimes accompanying the architect to a site/DOB

Able Health Care, Elmhurst, NY
April 2009→ December 2011

Coordinator

- Responsible for scheduling home health aides and personal care aides to client's homes.
- Corresponding with contracts, clients and clients families to find the best schedule for the client.
- Utilize computer programs to document and keep Track of patients.
- Insure that patients have reliable service.

Cargo Airport Services, Jamaica, NY
August 2007→ July 2009

Traffic agent

- Handled documentation and paperwork for both import and export of cargo.
- Emailed and phone correspondence for customer service.
- Observed the handling of import and export goods on flights at terminals.

COMPUTER

SKILLS: Auto Cad, Revit, sketchup, Rhino, V-ray, Photoshop, Adobe Illustrator, Adobe Indesign, Microsoft Word, Microsoft Excel, Power Point, and various online programs.

PERSONAL

SKILLS: Attentive, Fast-Learner, Hard Worker, Organized, Problem Solver, Responsible, Team Player.

REFERENCES FURNISHED UPON REQUEST

XXX XXXXX

[@gmail.com](mailto:XXX.XXXXX@gmail.com)

208 West 122nd Street, New York, NY 10027, C: 646.510

WORK EXPERIENCE

SRS Architect, PC – New York

Present

Architect Assistant

- Maintaining office documents
- Creating and preparing DOB documents for projects.
- AutoCAD drafting of projects.

Baron Design Inc. - New York

09/13-11/13

Intern-Temporary

- Maintained and oversaw construction Documents
- Converted hand drawings into AutoCAD documents.
- Plotted drawing sets.
- Shipped and ordered samples
- Clerical responsibilities

BCD Consultants/Phipps Construction/Buy China Direct- New York

2011- 2013

Intern

- Clerical responsibilities including, taking inventory of samples and office products; answering phones, filing of bill payments, account summaries, factory invoices, purchase orders, insurance certificates and take-offs for bids.
- Instrumental in the creation of the company website, project manual and procedure guidelines.
- Created product catalog, project brochures, and business cards
- Conducted quality control inspections to make sure all work was completed according to standards.
- Maintain filing system which include invoices, completed work orders, purchase orders, installation forms and Created sample sets with product numbers.
- Accounting duties which included preparing for audits, tracking of office supplies purchases, monitoring several credit cards, excel spreadsheet reports outlining account summaries.

The Bilow Group Architects and Planners- New Jersey

2007-2008

Architect Assistant

- Assisted Architectural staff with plotting, and faxes
- Collected and organized transmittals
- Worked on sections of construction plans
- Answered phones
- Filed paper work and bill payments

EDUCATION

New York City College of Technology, Brooklyn, NY

2011- Present

Associates in Architectural Technology, June, 2011

Working towards a Bachelors in Architectural Technology

PERSONAL SKILLS

Three years of experience creating Graphics for promotions such as Flyers, Banners, Logos, Brochures. Excellent communication and interpersonal skills. Detail oriented, organized, and self motivated individual with the ability to rapidly learn new tasks. Consistent with meeting goals at a high level of performance. Capable of building strong customer-client relationships.
Bi-lingual: English/Spanish.

TECHNICAL SKILLS

Proficient in the following software application and office equipment: Microsoft Word, Excel, Power Point, Auto CAD, Rhino-Vray, Photoshop, Printers, Plotters, Faxes, Scanners, Hand Renderings, and Model Making.

REFERENCES

Provided upon request.

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37-36 93rd St. 2nd Fl., Jackson Heights, NY 11372 • Tel. (347) 817- • email: @gmail.com

PROFESSIONAL EXPERIENCE

COLUMBIA UNIVERSITY Manager, Space Information

**New York, NY
2012-2013**

- Managed space inventory floor plans using manual and or computer-aided drafting tools, implemented ongoing field survey and space audit programs to maintain database with up-to-date accuracy of drawings. Recorded field measurements of space changes and additions.
- Produced new plans reflecting changes in room characteristics, functions and physical configuration. Performed analysis of space data and provided information in graphical and tabular format.
- Responsible for technical assistance, routine database updates and queries using the University space database.
- Handled space surveys and related reporting, performed conversion of CAD files and routine production requests. Partnered with outside architects and consultants to ensure adherence to University signage protocols and Facilities Inventory and Classification Manual guidelines (FICM).
- Managed the maintenance of architectural files and space information for the TMS (Tenant Management System) for 4,550 residential units in 159 buildings for Residential Operations.
- Implemented drawing conversion and integration of new architectural plans into Tririga space management system; Developed customized space usage and functionalization reports using Tririga data for reporting & analysis. Collected and inputted new space data into Tririga space management system. Responsible for maintenance of Tririga processes and work flows.
- Provided design and project management support services including preparation of CAD data conversion, generated floor plan configurations, evaluated site conditions and building space information. Produced customized reports within Tririga using system reporting tools for web-based front end display. Monitored integration between Tririga and Cad Integrator for optimal performance.

COLUMBIA UNIVERSITY Assistant, Space Planning

**New York, NY
2006-2012**

- Performed field measurements of space changes and additions; Revised space inventory floor plans using manual and or computer aided drafting tools.
- Maintained the production of new AutoCAD plans reflecting changes in room characteristics, function and physical configurations and other data into Tririga space management system.
- Provided technical assistance to the Assistant Director, performed data entry for new and updated University space using the Tririga database management system.
- Assisted with the analysis of space data, conversion of CAD files and routine Cad production requests.

BRICOLAGE DESIGN Assistant to Project Architect

**Brooklyn, NY
2003-2006**

- Assisted in the production of numerous projects, including: Large Residential Developments, Educational, Religious Institutions/Synagogues, Shopping Centers, and Governmental facilities.
- Solicited and obtained new projects including initial client contact and continued from project inception through permit construction documents.
- Collaborated effectively with agencies, design professionals and contractors for numerous residential renovations, new construction projects, commercial space planning and improvement projects.
- Demonstrated excellence in continually exceeding clients' expectations by creating exceptional designs and worked successfully with difficult jurisdictional agencies.

KARL BEITIN ASSOCIATES, CONSULTING ENGINEERS Mechanical Engineer Assistant, CAD Manager

**New York, NY
1999-2003**

- Assisted in the creation, maintenance and modification of layouts and master drawings of h.v.a.c., electrical and plumbing equipment installation.
- Prepared complete bid packages for clients and filing plans for the Department of Buildings submissions.
- Assisted in the approval of permits allowing projects to proceed as planned; attended appointments with NYC DOB plan examiners, inspectors and other staff and performed related duties. (Expeditor)

EDUCATION:

New York City Technical College, Bachelor in Architecture – Currently enrolled

SKILLS:

AutoCAD R 2006,10,12,14, Architectural Desk Top, Tririga, Cristal, PlotStation. Windows based network systems, Microsoft Office, (Word, Excel, Power Point), Chief Architect, Blueprint Reading, Internet, Bilingual (English-Spanish), Driver's license

Objective

To obtain a position in the field of Architecture Technology.

Education

- CUNY New York City of Technology, Brooklyn NY
Bachelors of Architectural Technology – Present
- CUNY Kingsborough Community College, Brooklyn NY
Associates in Liberal Arts – June 2012
- John Adams High School, Ozone Park, NY
High School Diploma - June 2007

Skills and Interest

- Experience using Microsoft word (47 WPM), AutoCAD, Rhino 3D, 3ds-max
Mental ray Rendering/Animation, Lumion, V-ray, Photoshop, Illustrator, Indesign
and internet research.
- Fluent in Urdu.

Work Experience

- **GP ARCHITECTS** Floral Park, NY- (MAY 2014 – Present)
 - Assist lead architect
 - Cad Drafting (Existing to Construction Documents)
 - Managing files
 - Demolition drawings, Interior Elevations, Floor plans
- **Design House Decor** Floral Park, NY – (September 2010 – Present)
Manager
 - Supervise Staff.
 - Coordinate events.
 - Assist with décor.
- **Atlantis**, Brooklyn, NY – (June 2008 – August 2009)
Customer Service
 - Inventory.
 - Receive packages.
- **Sports Lane**, Queens, NY- (October 2006– April 2007)
Customer Service
 - Inventory.
 - Receive packages.

Achievements

- Deans list
- Design IV Award (Best Design Award For 2013 Class)
- Honors Emerging Scholars program
- Teachers Assistant (Help new students, seniors, and many classmates mentor and advice them in class projects as well as new computer programs).
- Currently spring 2014 my design 5 project was published in Turkey.

References

Available upon request.

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1420 East 4th Street APT- B3
Brooklyn, NY 11230
(631) 839 -
[@mail.citytech.cuny.edu](mailto:XXXXX@citytech.cuny.edu)

EDUCATION

- **BTECH, Bachelor of Technology, Architectural of Technology**, NYC College of Technology/CUNY, Brooklyn, NY Technology – Bachelor Degree, Expected graduation date: “Spring 2015”
- **AR/Architecture of Technology/ Architectural Technology NYC College of Technology**, NYC College of Technology/CUNY, Brooklyn, NY Technology – Architectural Degree, Graduate: “Spring 2014”
- **James Madison High School**, June 28, 2010, Advance Regent Diploma

AWARDS

- Momentum Scholarship, CUNY Research Project on Academic Momentum, October 2010
- Emerging Scholarship, November 2013, May 2014, and Spring 2014
- Emerging Scholarship, Non-Stem, Exterior Development [DURA Solar Decathlon 2015], 2nd place winner

WORK EXPERIENCE

NYCCT, September 2013-Present

FWS/ Intern, Architecture Department, Supervisor Felix Baez, and Anne Leonhard

Assigned for collecting and fixing the students works for Web Exhibition Show.

- Assisted Professors with work
- Collecting student’s projects from the Professors
- Fixing aa the chosen projects of students in Photoshop
- Emailing professors

CUNY SERVICE CORP, NYCCT, September 2014 to Present

Solar Decathlon Project, Assisted LEED Accredited Professional Architect, working as Energy Modeling Facilitator and Exterior Development Designer

- Exterior Designer
- Working in rhino to Revit
- Designing and proposing new concept for the handrail and deck
- Drawing details of ramp and deck

BTTIP, Steiner Studio, June 16, 2014 to August 13, 2014

- Architect's Assistance
- Organizing drawing sheets
- Update all the information of drawing sheets from each project to an excel file

Brooklyn Educational Opportunity Center, January 2012- August 2013

FWS/ Intern, Student Records Office and Enrollment Office

- Assist in the re-organization of over 10,000 student files for the student records office
- Collect verification letter request, address changes from students
- Attend front desk, Perform data entry, Answering calls
- Performed office assignments including filing student documentation
- Provide information to prospective applicants
- Assist with enrollment sessions
- Performed other related duties as assigned by Enrollment Manager

EXTRA CURRICULATUM ACTIVITY

- **Emerging Scholarship Program**, Assisted LEED Accredited Professional Architect, Alexander Aptekar on research for Solar Decathlon Competition.
- **Winter Exhibition 2014, Tin Chin and Jason Montgomery**, web designer

SKILLS:

Languages: Bengla, English, Hindi, Urdu, and Panjabi

Software/program: AutoCAD, Grasshopper, Rhino, Rhino-Am, CNC-Milling, Laser-Cutting, #3D Printing (powder printing and maker box), and Revit, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Microsoft Word, Microsoft Office, Microsoft Office PowerPoint, Internet.

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(646) 255- • @gmail.com • 301 w 130th street Apt 3b • New York, NY 10027

EDUCATION

*BTECH, Bachelor of Technology: Architectural Technology,
New York City College of Technology / CUNY Brooklyn, NY*

Anticipated May 2015

Regents Diploma, DreamYard Preparatory High School, New York, NY

June 2010

WORK EXPERIENCE

Intern, Human Resources Administration, New York, NY 20 hours a week

September 2013-Present

- Developed/Designed architectural, mechanical and electrical drawings in Auto Cad computer Software.
- Visited sites for furniture and space surveys.
- Delivered drawings to HRA program units.
- Organized drawing files.
- Made copies of drawings to construction staff.

Deli Clerk, Gristedes Food Inc, New York, NY

March 2011-August 2011

- Fulfill 25 hours a week of providing customers with their orders, including preparing for co-workers who worked the morning shift, making sandwiches, and maintaining clean dining environment.

Intern, Woody Crest Center for Human Development, Bronx, NY 5 days a week, 9am – 4:30pm

July 2009-August 2009

- Assisted the program with distributing food for participating students.
- Provide students a safe environment in which they could speak freely and express themselves without the fear of being judged.
- Distributed informational flyers to member of the community in hopes of getting more people involved.
- Encouraged students to be productive not just within the program, but within their communities and other areas of their lives.

EXTRA CURRICULAR ACTIVITIES

Member, National Honor Society, Bronx, NY

December 2009-June 2010

- Contributed to community service projects for annual New York Cares days by restoring parks and elementary school, cleaning graffiti, creating sidewalk games, and repainting school building.
- Secured sponsors from local businesses and community residents for participation in AIDS benefit walks.
- Attended biweekly member meetings to find out about upcoming service projects and college visits.

Actor, DreamYard Theater Club, Bronx, NY

November 2009-June 2010

- Performed in two high school plays in acting role, attending rehearsals three times weekly.

Senior Leader, DreamYard Preparatory High School, Bronx, NY

September 2009-June 2010

- Helped plan class trips and college visits and acted as guide during orientations, directing students and parents and distributing informational brochures.
- Worked with 10 to 12 fellow seniors to write and design freshmen guide to help new students acclimate to high school.

DIGITAL SOFTWARE SKILLS

- AutoCAD
- Revit
- Photoshop
- Rhino
- SketchUp
- Excell
- Proficient in Microsoft Word and PowerPoint

218 Eleventh Street
Brooklyn, NY 11215
718 809-
@Gmail.com

Objective

Optimize knowledge and experience I have gained during college by obtaining an entry level architecturally related career with long-term growth potential.

Educational Experience

Undergraduate Degree: **09/09-Present**
New York City College of Technology, CUNY

- Earned an Associate in Applied Science with honors in Architecture
- Graduating in 05/14 with a Bachelor of Technology in Architecture
- Volunteered by assistant students with 3D modeling for Design 4

Work Experience

College Lab Technician: **09/13-Present**
NYC College of Technology: Architectural Fabrication Lab

- Operate three ULS Laser Cutters for faculty and students
- Perform and teach proper machine maintenance
- Test various materials and settings for optimal usage

Architectural Freelance: **04/13-Present**
Private Clients: Manhattan, Brooklyn & Queens

- Design custom laser engraved art and handcraft bound books
- Survey and provide drawings/3D models for proposed renovation
- Configure ULS VLS 3.50 Laser Cutter and teach client how to maintain

Sales Associate: **11/10-Present**
Radio Shack: Park Slope, Brooklyn

- Inform customers about current technology
- Listen to customers needs to broaden their options

Brooklyn Navy Yard Intern: **09/13-04/14**
Ferra Designs Inc., EKLA, & BLDG 92 Employment Center

- Price Estimating, logo design research, & shop maintenance (Ferra Designs)
- Compose a detail library & research for a Center for Arch. workshop (EKLA)
- Create digital archives on contacts, resumes, and businesses (BLDG 92)

College Assistant Tutor: **01/13-06/13**
NYC College of Technology: Technology Learning Center

- Tutored in architecture, mathematics and sciences
- Helped provide affective methods to memorize contents

Technological Skills

AutoCAD, Rhino, Revit, SketchUp, 3DS Max, Grasshopper, Adobe Suite, Arc GIS
Microsoft Office, Laser Cutting, 3D Printing, CNC milling, Python, and Woodwork

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1494 Remsen Avenue Brooklyn, NY 11236 • 347-288- • [@gmail.com](mailto:)

OBJECTIVE: To obtain a challenging position in a professional setting that provides personal and professional growth through teamwork, energetic leadership, and creative thinking

EDUCATION: CUNY New York City College of Technology; Brooklyn, NY

BTech, Bachelors of Technology, Architectural Technology, 2015

AAS, Associates in Applied Science, Architectural Technology, 2014

Fordham University; New York, NY

Undergrad, Pre-Medicine, 2007 - 2008

TECHNICAL SKILLS:

AutoCAD

Revit

Rhinoceros

V-Ray Rendering

Adobe Creative Suite, Photoshop, Illustrator, InDesign

Modeling, by hand, with laser cutter

Microsoft Office Suite, Word, PowerPoint, Excel

EXPERIENCE:

MTA Metro North Commuter Railroad

Intern

May. 2013 – Currently

- Use company vehicle to visit Metro North railroad stations in order to create AutoCAD drawings detailing station layouts and newly implemented features such as cellular LCD monitors, model station monitors, and Daktronics
- Responsible for creating a numbering system and naming convention as a means of maintaining an inventory of all station features such as LCD monitors, model station monitors, recycle bins, telephone pedestals, CIDs-Customer Information Displays, PIDs- Passenger Information Displays, TVM- Ticket Vending Machines, speakers etc...
- Perform weekly testing of cellular LCD reporting points and speakers at select stations to ensure proper function
- Prepare Excel spreadsheets detailing vacant telephone pedestals, damaged PIDs and CIDs for removal
- Responsible for re-photographing all Metro-North railroad stations for view on MTA intranet and customer website

Councilman Michael Nelson Office

Administrative Intern

Oct. 2005 – May. 2007

- Responsible for distributing Councilman Nelson literature at local banks and franchises within the area
- Perform clerical functions while also attending to phone calls from constituents of the area
- Responsible for establishing RSVP's for city council events by assisting in the interviewing and reviewing applications process
- Applied advertising skills to increase awareness of city council events throughout the area
- Assisted in facilitating the Councilman's local winter clothing drives

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29 Essex Street, Brooklyn NY 11208

Cell: 347.837.

Home: 347.715.

@hotmail.com

OBJECTIVE To obtain a challenging position that will allow me to utilize and expand my current skills.

EXPERIENCE **Constantine Karalis Architect, Junior Architect** June 2, 2014- Present

- Assist the owner, the principle architect, with correcting red lining in drawings.
- Create complete well organized construction documents for approval.
- Work along side owner to develop plans, sections, elevations and details for projects.
- Keep in constant contact with owner through out the entire day.
- Maintain a well organized office and keep track of all projects.

Brooklyn Navy Yard, Intern September 2013- May 2014

- Assist supervisor and other employees with multiple projects and assist when workshops took place.
- I also worked on a 6 month parking study of the navy yard working along side C.O.O. Elliot Matz and assistant C.O.O. John Abbracciamento, and development and planner Mat Hopkins.

LSG Sky Chefs, Customer Service Representative July 4, 2010- June 2011

Jimmy Jazz E&J Lawrence Corp, Inventory Analyst December 2006 – September 2009

Skechers U.S.A, Sales Person/Stock Person February 2005-September 2006

EDUCATION New York City College of Technology/CUNY, August 2005- Present
Brooklyn, NY (June 2015)
B-Tech, Architectural Technology

High School of Art and Design, New York, NY September 2001- June 2005

- SKILLS**
- Autocad
 - Sketchup
 - Revit
 - V-ray (for both Sketchup and Rhino)
 - Rhino
 - Photoshop
 - Indesign
 - Illustrator
 - Hand Drafting
 - Sketching

LANGUAGES Fluent in English and Spanish.

REFERENCES Available upon request.

544 Lincoln Ave
Staten Island, New York, 10306
(917) 280-•[@yahoo.com](mailto:•@yahoo.com)

EDUCATION

CUNY NYCCollege of Technology, (Fall 2011 -Present)
Major: Architectural Technology
G.P.A:3.56

WORK EXPERIENCE

Feb. 2014 - Present

Bryant Park Corporation AutoCAD Technician

AutoCAD files Surveyor and Coordinator

- Organized and updated park's CAD maps with latest survey information
- Conducted field surveys and kept records of the park's various conditions
- Constructed separate map detailing the park's utility and water lines

2007–2011

Dolphin Swimming Corps –Lincoln H.S Division

Swimming Instructor, Lifeguard, Teacher's Aide

- Instructed students of all age, basic swimming techniques to utilize in deep and shallow water environment
- Instructed students of all age, advanced swimming techniques to utilize in a competitive swimming environment
- Instructed students of proper and illegal conduct within a pool or wet environment
- Assisted with staff, training, and supervision

PROFICIENCIES

- BIM programs: Autodesk AutoCAD 2012-14, Revit 2012-14, Rhinoceros (Rhino) v4.0 –v5.0
- Adobe Suite: Photoshop CS5, InDesign CS5
- Microsoft Office Suite: Microsoft Word, Powerpoint, Excel
- Experienced in hand crafted and scaled Building models

RELATED COURSEWORK

- Architectural Drawing – Drafting of plans, elevations, sections, and details
- Building Technology – Drafting using BIM
- Visual Studies – Use of graphics programs to enhance presentations
- Design Foundations – Design complying with a client program
- Principles of Stability in Structures
- Municipal Agencies and the Formal Approval Procedure – IBC review
- Architectural Environmental Systems – Internal building systems review

LANGUAGE

Fluent in English and Cantonese; basic knowledge in Spanish, Japanese, and Mandarin

HONORS & ACTIVITIES

Transfiguration Chinese School Diploma

Fall 6/10/06

Dolphin Swimming Corps: Brooklyn Swim Team

Spring 2007 – Fall 2009

Dolphin Swimming Corps: Brooklyn/Manhattan Swim Meet Medal

Fall 2008

Brooklyn College Dean's List

2010-2011

Brooklyn College Taekwondo Club Fundraiser

Spring 2011

NYCCT Dean's List

Fall 2011

NYCCT Honor Society Nominee

2012-2013

EDUCATION:

- BTECH, Bachelor of Technology, Architectural of Technology, NYC College of Technology/CUNY, Brooklyn, NY Technology – Bachelor Degree, Expected graduation date: “Fall 2014”
- AR/Architecture of Technology/ Architectural Technology NYC College of Technology, NYC College of Technology/CUNY, Brooklyn, NY Technology – Architectural Degree, Graduate: “Fall 2013”.
- High School Diploma- Jamaica High School “June 2009”.

OBJECTIVE:

Motivated Administrative professional, seeking an opportunity to utilize my experiences, skills, and education to contribute company’s success, while continuing to grow my professional capabilities

EXPERIENCE:

Youber Design Inc, New York, NY February 2013 – Present.

Design Assistant and Expeditor

- Measuring apartments/ spaces for renovations
- Drafting in AutoCad
- Filing and submission to Department of Building
- Reorganize filing cabinets accordingly
- Scanning, faxing, FedEx & submitting drawings
- Drafted correspondences to outside counsel and ensured documents are sent out timely

New York City College of Technology, New York June 2011- June 2012

Book Keeper/ Work Study program in Architecture Office

- Helping Students in Labs
- Scanning, faxing, FedEx & mailing papers
- Set meetings for Professors/ Adjuncts

SKILLS AND INTEREST:

Proficient in AutoCad, Revit, Rhino, Photoshop, InDesign, & Illustrator.
MS Word, Excel and PowerPoint, & QuickBooks.

Fluent in Bengali and conversational Hindi. Skillful in problem-solving skills; Creative and Artistic; Training Skills and Experience; Marketing and product design; Records Manger; Strong Interpersonal Skills; Pride in Performance; Strong Work Ethic, Self-Motivated with Excellent Initiative.



R – ARCHITECTURAL PROJECT MANAGER

125-10 Queens Blvd Apt. 601 | Kew Gardens, NY 11415 | 646-263- | @yahoo.com

PRODUCTION / DESIGN SUPPORT

Detail-oriented project manager with 12 years of experience assisting in all phases of design and construction and coordinating with architectural designers, contractors and clients. Proficient communicator during all phases of construction projects including submittals, change orders, site observations, and LEED documentation. Areas of excellence include:

~ CAD Management	~ Adobe Illustrator	~ Intern Training
~ Revit Design	~ Adobe Photoshop	~ HVAC Background
~ AutoCAD Proficient	~ Sketch-Up Design	~ Electrical Background
~ Rhino 5.0	~ Adobe InDesign	~ Plumbing Background

WORK EXPERIENCE RECORD

HealthCare Project Manager ~ McGuire Group Architects, Long Island, NY • *March 2005 to Present*

Building site surveys, schematic design layouts, full construction design drawings, reviewing of submittals, coordinating of engineering and architectural drawings or issues, conducting of design meetings, reviewing of codes and notes for projects, supervising of draftsman, and noting any on-site details that can help the client

Contractor Designer ~ Independent Junior Architect, New York, NY • *2003 to 2005*

Designed layouts, Graphics with photos, AutoCAD program use, managed staff, construct design, coordinate equipment and materials, supervising final touch-ups, and assisting in building maintenance

Designer / Foreman ~ Luxury Homes Construction Inc., New York, NY • *2001 to 2003*

Supervise Contracting Team, organize home improvement projects, design layouts, AutoCAD program use, and manage contracts and payments for job projects

Designer / Head Draftsman ~ Celebrity Kitchens Inc., Paramus, NJ • *1999 to 2002*

Graphic designing, meet with clients, create kitchen layouts, supervise drafting team, solved mechanical, electrical and plumbing issues

CREDENTIALS

Architecture / Interior Design: B-Tech, Bachelor of Technology, Major in Architectural Technology
NYC College of Technology – CUNY 2015

Drafting Design Certificate in Electrical/Mechanical Drafting: Thomas A. Edison Tech Voc. H.S.

Professional / Personal References: Available Upon Request

XXXX XXXXX

2643 E 18th Street,
Brooklyn, NY 11235
Tel: (718) 877
E-mail: @yahoo.com

Education:

City University of NY - New York City College of Technology

Undergraduate in Architectural Technology

Brooklyn, New York
January 2010 - Current

De La Salle University Manila

Undergraduate in Civil Engineering

Manila, Philippines
May 2008 - April 2009

Work Experience:

NYC Human Resource Administration (Architecture Department)

Architecture Intern

250 Church Street, New York
March 2013 - Current; September 2010 - March 2011

- Worked with senior architects in assisting with daily office work.
- Conducted site surveys and visits to various properties around the city.
- Performed various office duties as required by supervisors.
- Delivered documents to other offices of the company throughout the city.

Walt Disney World Resort (Various Locations)

College Program Intern

Lake Buena Vista, Florida
August 2012 - January 2013

- Selective program of college students worldwide chosen to participate.
- Worked in Food and Beverage in various positions in various locations throughout the resort.
- Performed high guest interactions with guests as part of the Disney service.
- Developed customer service skills, public speaking skills and teambuilding skills.
- Took part in various seminars on excellent customer service.

New York City College of Technology (SEEK & Admissions Office)

Office Staff

250 Jay Street, Brooklyn, New York
September 2011 - May 2012

- Performed various office duties as required by supervisors.
- Performed reception duty as required
- Performed customer service duties during college fairs.

US Department of Commerce (New York Census Center)

Census Enumerator

330 W 34th St., 13th Fl., New York
April 2010 - June 2010

- Conducted interviews with residents in assigned areas by following stringent guidelines and confidentiality.
- Complied with accuracy standards while maintaining high production rates.
- Met daily with supervisor to review and submit work, and receive additional instructions

Corona Enterprises

Assistant Manager

Manila, Philippines
January 2009 - December 2009

- Introduced and marketed products (paints, hardware tools and general merchandise) to customers.
- Performed and handled cash transactions.
- Ensured smooth delivery of goods and made sure stock room had proper inventory counts.
- Responsibility includes maximum sales and profitability while ensuring customer satisfaction.

Highlights:

- Fluency in four languages (English, Chinese - Mandarin, Chinese - Taiwanese, Filipino - Tagalog)
- Excellent computer skills. Proficiency in MS Office, Autodesk AutoCAD, Revit, Rhino, Adobe Photoshop, HTML
- Extensive travel history (33/193 countries)
- Good customer service skills and friendly personality

J

(a) 218 E New York Ave Valley Stream, NY
(e) @gmail.com
(t) 516. 987.

<u>OBJECTIVE:</u>	To obtain an internship in the architectural field to gain experience and be able to further enhance the firm in any way possible.		
<u>EDUCATION:</u>	New York City College of Technology	Brooklyn, NY	2012-Present
	▶Pursuing a Bachelor of Technology in Architectural Technology		
	New York Institute of Technology	Old Westbury, NY	2010-2012
	▶Relevant courses in Architectural Technology		
	American InterContinental University	London, UK	2008-2010
	▶Relevant courses in Interior Design		
	Queens High School of Teaching	Bellerose, NY	2003-2007
	▶Received High School Diploma		
<u>EXPERIENCE:</u>	Human Resources Administration	Manhattan, NY	2013-2014
	Architectural Intern		
	Responsibilities:		
	▶Assistance to the Bureau of Space & Design (BSD) Division of Architecture & Engineer.		
	▶Surveying buildings and updating floor plans include but not limited to fire equipments, circulation within the building and furniture inventory.		
	▶Attend meetings to discuss architectural progress, project schedules and clients demands and needs of various projects.		
	Brooklyn Educational Opportunity Center	Brooklyn, NY	2012-2013
	Office Assistant		
	Responsibilities:		
	▶Assisting the counseling office including making copies, answering phone calls and printing.		
	▶Creating word documents and flyers to promote events and information.		
	▶Attending to students questions while keeping the protocol of office privacy requirements.		
	NY American Intercontinental University	London, UK	2008-2010
	Resident Assistant		
	Responsibilities:		
	▶Assist residential office including general office duty, Filing, copying, printing.		
	▶Updated residential information, organize orientation and check-out.		
	▶Guide and instruct up to two hundred students with information on transportation, school policy, dorm policy, and information on the law and currency of London.		
	▶Out of office responsibilities are to mediate and solve conflicts between students without office assistance (if possible) and be responsive to emergency calls.		
<u>SKILLS:</u>	Intermediate: Autocad, Sketch Up, Indesign, Microsoft & Macintosh (Word, Excel, Powerpoint) Beginner: Revit, Rhino, Photoshop, Illustrator		
<u>RECOGNITION:</u>	CityTech 2014 Winter Exhibition		Jan. 2014
	PIb Studio: Introduction to Fabrication & Visualization		Feb. 2014

R

1448 71st Street, Brooklyn, NY 11228, (347)-407-

Education

- CUNY - New York City College of Technology (Major: Architectural Technology (2011 – current), Brooklyn, NY
- Institute of Culinary Education (Culinary Arts Diploma 2009-2010), New York, NY

Work Experience

Journeyman Plumber 2007-current

AAA Total Plumbing, New York, NY

- Facilitate small scale commercial plumbing and sprinkler projects.
- Install, maintain and inspect residential and commercial sprinkler and plumbing systems.
- Meet with city inspectors for various inspections.

Independent Contractor -Inspector 2009-2011

Capitol Fire, Woodside, NY

- Organize and scheduled with over 300 different clients a month and performed fire prevention tests and inspections.
- Maintained sprinkler systems to be updated with new building codes.
- Perform flow tests.

Manager 2008-2009

Suffolk Plumbing & Heating, New York, NY

- Hired and trained new employees to use point of sales systems and daily operations.
- Maintained and ordered inventory for thousands of products.

Va

1923 Greene Avenue, Apt. 1R

Ridgewood, NY, 11385

E-mail: [@gmail.com](mailto:)

Telephone# (718)775-

Objective:

To obtain a Project Manager position where demonstrated skills as a problem solver, leader and ultimate provider of the solution or resolution are realized.

Skills, Abilities, and Qualifications:

- Deep expertise in construction field operations and work flow
- Superior organizational skills
- Strong oral and written communication skills
- Proficiency in reading, interpreting and editing blueprints
- Excellent knowledge of construction documentation
- Good knowledge of Microsoft Office software
- Advanced knowledge of Building Systems Technologies (HVAC, Plumbing, etc.)
- Expert in framing, carpentry, high-end woodwork
- Ability to work independently as well as in a team
- Ability to closely follow instructions and comply with timelines
- Ability to take initiative and solve problems when needed
- Adept in conflict management
- Fluent in Ukrainian, Russian, and Polish

Experience:

Project Manager at King Rose of NY (2011-present)

Free-lance Subcontracting (2002-2011)

Construction Carpenter, Burda Construction Corp. (2009-2010)

Education:

AAS Degree in Business Management (CUNY, BMCC, 2010)

BT Degree in Architectural Technologies (CUNY, NYCCT, 2014)

References:

References as well as detailed resume are available upon request

J

217 Newarak Ave. Jersey City, NJ 07302 - @gmail.com - C:248.275.

Objective:

Position as a BIM Technician + Project Manager maximizing skills in using BIM technology in a professional function that facilitates low energy and sustainable design.

Education:

New York City College of Technology , Brooklyn, NY

Bachelor of Architectural Technology - Anticipated graduation December, 2014

Work Experience:

New York Design Architects, LLC - New York, NY

2011 - present

Senior Project Manager:

Currently, leading a team of 3 Production Designers in the production of construction documents for a variety of clients primarily using Autodesk Revit from site survey to project closeout.

Team leader in submittal review and responses, product research, and all code compliance. Lead client contact at meetings and with contractors. Coordination with in house expediting team, attending inspections, conducting punchlists and project closeout. LEED project coordinator and liason. Lead contact and coordinator with international corporate client. Final review and quality control prior AoR review and approval.

Project Captain:

Produced full sets of Architectural, MEP, Fire Alarm, and Sprinkler plans as the lead production designer at a highly elevated pace. Additionally lead small projects focused on housing, small cafes and restaurants. Attended design meetings and took part in office leadership meetings. Familiarized with NYC Building Code and NYC Energy Code

Production Designer:

Hired as part of a restructuring team to facilitate a large corporate client in the food service industry converting from Autodesk AutoCAD to Autodesk Revit. Initial responsibilities were site surveys, project schematics, construction documents and creating an office standard Revit template.

Hicks Construction Co. - Macomb Township, MI

2005 - 2009

Primary production designer and junior designer. Coordinated sets of construction documents direct from design to build. Managed submittals and produced shop drawings. Worked one-on-one with in house architect.

Technology:

Autodesk: Revit+Autocad, Microsoft: Project+Office, Adobe: Illustrator+Photoshop+InDesign, Rhino, Sketchup

Additional Language Proficiencies:

German: ILR-1, Swedish: ILR-1

A

@mail.citytech.cuny.edu

Cell 347/257-

Home Address

3982 65th Place, Apt 4B
Woodside, NY 11377

Education

New York City College of Technology Brooklyn, NY
Bachelor, Electrical Engineering Technology (GPA: 3.4)
Expected Graduation: June, 2016

Activities and Honors

ETA International New York City College of Technology 2014-Current
<http://www.eta-i.org/>

Achieved membership at ETA International to obtain benefits from certifications, research projects & education.

New Comers High School Long Island City, NY 2005-2008

- After school tuition program – 16 hours of Peer-tutored service to students on a daily basis, instructing them one on one with minimal supervision for math and science.
- 2 years of contribution given to the school, held with third single position in handball team for a year to get a lead in the county division.
- Honored in Science, Math Team, Honored in Computer Programming skills.

Employment

Metropolitan Transportation Authority, New York City Transit Brooklyn, NY 2014-Current
College Aide/Project Engineer, Department of Buses, Facilities Division (*Intern*)

- Developed preventative maintenance manuals for new facilities and enhanced existing preventive maintenance operation program for all critical equipment and safety-sensitive asset.
- Gained experience developing lay-outs and schematics of locations, developing performance reports and graphs, provide administrative support and Facilities Maintenance Plans.

CUNY Service Corp New York, NY 2014-Current
Creating Dura Dwelling (*Electrical Team*)

- Solar Decathlon: Work experience with faculty led project to design, build and operate a 1000 square feet solar-powered house that is affordable and energy efficient under the auspices of the US Department of Energy.

Impak Enterprises Inc. Woodside, NY 2010-2011
(*Customer Assistant*)

- Worked with plastic items supplier as a customer assistant taking orders, making invoices, answering customers' phone calls, and providing information on all inquiries.

Skills

- Standard skills in software are such in Web Design, Photoshop, and AutoCAD.
- Basic skills in Microsoft Word, Excel, PowerPoint, Matlab, Multisim, C++.

Certifications / Licenses

- Licensed Notary Public in NY County since 2008.
- Certified for Adobe Dreamweaver CS5 (Web Design) in 2013.

J
67-57 152nd Street Apt#193B
Flushing, NY 11367
C: 917-284-
E-mail:@live.com

Objective: To obtain an education that allows me to grow professionally and utilize my interpersonal skills.

Education:

City College of Technology, Brooklyn, NY
Bachelor of Architectural Technology, expected June 2014
Major: Architecture
Overall GPA: 3.70/4.0; Member of Deans List, Honor Society

Experience:

Licensed Real Estate Sales Person, Chou's Realty Group, Flushing, NY
July 2008 – July 2013

- Confer with escrow companies, lenders, home inspectors, and real estate attorney to ensure that terms and conditions of purchase agreements are met before closing date.
- Interview clients to determine what kinds of properties they are seeking.
- Establish and maintain relationships with clients by identifying, responding, and providing solutions to their needs through sales.
- Coordinate property closings, overseeing signing of documents.
- Produce a steady flow of new sales leads through personal referrals from satisfied buyers/sellers, personal marketing website, and network of partner realtors.

Licensed Real Estate Broker, Yao's Realty LLC, Flushing, NY
July 2013 – Present

- Office management including advertising, hiring, recruiting.
- Over seeing sales agents, teaching and educating new and old real-estate agents about laws and regulations.

Skills:

Computer Skills: Advance in Auto CAD, Rhino, Revit, 3ds Max Design, Photoshop, Illustrator, InDesign, Adobe Acrobat Pro. Microsoft Word, PowerPoint and Excel

Languages: English, Mandarin, Cantonese (basic)

Reference: Academic references available upon request