

MEMORANDUM

From: Isaias Garcia

To: Professor Ellis

Subject: Architectural Intern at Architecture Work Office

Architectural Intern

This memo contains information on an architectural intern at Architecture Work Office. This memo will also show all the information about the company, responsibilities, and my qualifications for the job.

Job Listing

Title: Architectural Intern

Company: Architecture Work Office

Location: 175 Varick Street, New York, NY, US, 10014

Job Type: Paid Intern; Part-time

Education: Bachelor's Degree

About the job

They are looking for great people to join their team and help make the workplace better than the best. They will have varying jobs from drawing construction documents, creating 3d models, and assisting on project management.

Responsibilities:

- AUTOCAD must – capable of generating clean drawings with layers, PSPACE, etc
- RHINO must – capable of modeling and rendering with vray.
- Capable of doing research on material, fixture, appliance, etc. and filling out architectural schedules.
- Basic knowledge on Architectural Drawing set.
- Self-starting, motivated, intellectual, smart, active, and confident (but not too confident) people.
- Get things done in a very competitive manner and want always more.
- With organizational and communication skills.
- Mature and motivated to grow.
- Capable of preparing presentation packages.

Experience:

- Entry level position

Company Background

Award winning practice, Architecture Work Office is a full service design company driven by idea and constructability based on extensive experience from the fields of architecture & urbanism, academia, art, illustration, to general construction, construction management and real estate development.

Architecture Work Office is committed to push the envelope of design with an intellectual rigor for

the experiment and exploration at the intersection of art and function shaping our lives. Our tireless avidity on detecting problems and seeking solutions on our living environment fosters the seamless connection from the initial design correspond to client's need, to design development, engineering, fabrication and construction.

Architecture Work Office has worked on an array of projects ranging in scale from the master plan of a harbor to renovation of a kitchen, in type from cultural and institutional project such as universities to private office and residence, outreaching from the development and implement of new material for a chemical conglomerate to the real estate development design and execution.

Description of Position

In this position I would start of in an entry level position, and gain experience as an intern. This experience in turn can help me gain the necessary hours required by the National Council of Architectural Registration Boards for me to gain my license as a registered architect in New York State.

My Preparedness for This Position

I have experience in creating construction documents, 3-d models in Rhino, and extensive AutoCAD experience. I also have experience leading a team of people in order to get a project done, and experience creating presentation packets. Overall, this is an ideal job opening for me