

SARAH ELSAYED

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Objective

A motivated team player with excellent communication skills and academic qualifications studying the world of architecture and technologies. Passion to the arts, attention to detail with positive, energetic, focused and eager to further grow and develop existing business skills.

Education

BTECH: ARCHITECTURAL TECHNOLOGY | FALL 2018
NEW YORK CITY COLLEGE OF TECHNOLOGY CUNY, BROOKLYN, NY
· Major: Architectural Technology

HIGH SCHOOL DIPLOMA: HUMANITIES | SUMMER 2013
MIDWOOD HIGH SCHOOL, BROOKLYN, NY
· Major: Humanities

ARCHITECTURAL DESIGN & THEORY | SUMMER 2012
COLUMBIA UNIVERSITY
· High School Program: Intro to Architectural Design and Theory

Skills & Abilities

LANGUAGE:

- Proficiency in English and Arabic

SOFTWARE PROGRAMS:

- AutoCAD
- Rhino 3D
- Lumion
- Adobe InDesign, Photoshop + Illustrator
- Microsoft Office

Experience

ARCHITECTURAL ASSISTANT | ACV ARCHITECTURE | SEPTEMBER 2018 – PRESENT

- Prep scaled drawings and architectural designs under the supervision of the project architect. Analyzed building codes, zoning laws, space and site requirements. Assisted with other duties including filing with the Department of Building of NYC.

PROJECT ADMINISTRATOR | DAVID SHULDINER, INC. | MARCH 2015 – AUGUST 2018

- Coordinated project activities to ensure the project is on schedule. Provide administrative and logistical support including meeting arrangement, progress tracking, and documentation.

SALES ASSOCIATE | ALDO | OCTOBER 2012 – JUNE 2015

- Provided the highest standards of customer service, meeting daily sale goals, handled register functions and managed floor changes

MEDICAL RECEPTIONIST | PRIMARY CARE MEDICAL | OCTOBER 2012 – SEPTEMBER 2013

- Performed front desk services of greeting patients and their families, registered and organized medical records and assisted in performing EKG's.