

# Sample resume – architecture

## Archie Architect

100 Andrews St, Northcote, VIC 3070

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**DO NOT COPY:** You are advised not to copy this sample, but to use it to generate ideas to create your own resume.

### EDUCATION

- Feb 2012-  
Current
- Bachelor of Interior Architecture**  
Monash University, Caulfield
- Expected completion date: November 2015
- Achievement**
- Credit / Distinction average result
- 2011
- Victorian Certificate of Education (VCE)**  
Kyneton Secondary College, Heyington
- ENTER Score: 89.55

### SKILLS SUMMARY

#### Design expertise -developed through studies and demonstrated in employment at Herniman Group

- Proven eye for detail in documentation - from design development through to construction
- Flair for both schematic and concept design
- 3D visualisation
- Design presentations
- Strong knowledge of construction methods and detailing
- Occupational Health and Safety: White Card CPCCOHS1001A 'Work safely in the construction industry'
- Experience in producing planning and presentation drawings utilising sketch up

#### Technical

- Proficient in AutoCAD, Revit, ArchieCAD versions 13 and 14, Autodesk 3D Studio Max and Microsoft Office suite

#### Communication

- Highly developed verbal and written communication skills demonstrated through consistent distinction results for written assignments and class presentations
- Communicate confidently and effectively with people at all levels and from diverse backgrounds- demonstrated when co-presenting to clients during my internship at Herniman Group

#### Teamwork and time management

- Work effectively in a team, both as a leader and a team member, proven through successful group assignments at university and in current employment
- Consistently completed all documentation before deadlines in my role at Herniman

### ARCHITECTURAL EXPERIENCE

- Mar 2013 –  
Current
- Architectural Intern (part-time)**  
Herniman Group

#### Responsibilities

- Work in a team of five on a residential building project
- Drafting of building designs using AutoCAD, ArchiCAD
- Documentation using Revit

#### Achievements

Under supervision developed planning permits documentation for Graffiti Cafe, Fitzroy and contributed ideas for design of furniture which were approved by the client

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[careers.info@monash.edu](mailto:careers.info@monash.edu)

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[Facebook.com/MonashECD](https://www.facebook.com/MonashECD)

## ADDITIONAL EXPERIENCE

- Feb 2012 – Feb 2013      **Sales Assistant**  
Bunning's Warehouse
- Responsibilities**
- Assisted building tradespeople and home renovators
  - with choosing products based on their needs and budget Customer service - processed payments for customers
  - Store merchandising - arranging products on display shelves
- Achievements**
- Employee of the Month – September 2012
- 2012 – 2014      **Customer Service/Kitchen Hand**  
McDonalds Restaurant, Heyington
- Responsibilities**
- Customer service
  - Food preparation

## PROFESSIONAL DEVELOPMENT

- 2016 and 2014      AgIdeas International Design forum
- July 2014          'Documentation dos and don'ts', Australian Institute of Architects
- 2013                National Architecture Conference.

## PROFESSIONAL MEMBERSHIPS

- |         |   |                |
|---------|---|----------------|
| Current | Australian Institute of Architects                | Student Member |
| Current | Design Institute of Australia                     | Student Member |
| 2014    | Student Organised Network for Architecture (SONA) | Member         |

## INTERESTS

- Swimming for fitness several times a week
- Woodwork: Carving figurines and making small furniture pieces
- Reading: design and architectural magazines such as Artichoke (subscription)

## REFEREES

**Mr Steve McPhee**  
Manager  
Bunning's Warehouse, Hawthorn  
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