

Sample resume – architecture

Archie Architect

100 Andrews St, Northcote, VIC 3070

M: 0400 212 131 archie.architect@email.com

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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

+61 3 9905 4170

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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
9279 5678
steve.mcphee@bunnings.com.au

Ms Wendy Sutton
Architect
Herniman Group
9542 1234
wendys@herniman.com

Ms Niki Walsh
Course Coordinator
Monash University
9903 1234
Nicolette.walsh@monash.edu