



111 Co-op Avenue Bowling Green, OH 44444
Phone (555) 555-5555 • E-mail annacoop@bgsu.edu

OBJECTIVE

To obtain a co-op experience that utilizes my training in architecture and interior design to develop new skills

EDUCATION

Bowling Green State University

Bachelor of Science in Technology
Major in Architecture/Environmental Design Studies

Bowling Green, Ohio
Expected graduation December, 2006
Grade Point Average 3.5

Premier Design Studio

Qualification of Interior Designer

Saint-Petersburg, FL
January-March, 2001

INTERNSHIP

CAD Technician

November 2004 to August 2005

Design Studio, Bowling Green, OH

- Produced CAD drawings of mechanical and electrical systems from sketches and marked-up drawings
- Completed sets of plans, sections, and elevations
- Prepared presentation boards

Interior Design Intern

May 2004 to August 2004

Business Systems, Bowling Green, Ohio

- Maintained design library
- Created space planning in AutoCAD
- Assisted in CAP catalog development
- Designed presentation boards, product labeling, and company's information material
- Participated in negotiations with clientele

RELATED WORK EXPERIENCE

Administrative Assistant

June 1995 to October 1997

Municipal Department of Labor and Employment, Bowling Green, OH

- Managed phone calls and correspondence
- Produced office documentation
- Controlled and maintained office files
- Purchased office supply
- Catered special events
- Obtained teamwork skills

Over please

RELATED COURSEWORK

- Architecture**
- Design representation: design investigation and visualization
 - Rendition, sketching and architectural presentation techniques
 - Environmental problem solving, anthropometrics, form, order, proportion, scale, balance, programming, diagramming
 - Site design and topography, spatial relationships
 - Programming and adjacency analysis
 - Urbanism
 - History of architecture
 - Architectural materials and systems
 - Mechanical and electrical systems in buildings
 - Computer-aided design
 - Architectural design theory
- Interior Design**
- Color rendering, drawing and presentation techniques
 - Space programming and planning, material selection, problem solving
- Construction**
- Management & Technology
 - Building techniques
 - Structural design
- Photography**
- Digital Photography and editing methods

AWARDS RECEIVED

Dean's List: Bowling Green State University
Spring 2003-Spring 2006 each semester, Dean's Honor Roll Fall 2003 Bowling Green, Ohio

HONORS earned for academic achievement: Owens Community College
Spring-Fall 2002, Summer 2003 Toledo, Ohio

COMPUTER SKILLS

Microsoft Office XP Suite • AutoCAD 2002, 2004, 2005LT • Architectural Desktop 2004 • SketchUp 5 • 3D Max6 • Adobe Photoshop CS2 • Adobe InDesign CS2

PERSONAL ATTRIBUTES

Fluent in English and Spanish • Detail oriented • Strong work ethic • Creative • Innovative • Self-reliant • Prompt • Dependable • Enthusiastic • Strong organizational skills • Team player • Teaching and helping ability

REFERENCES

Available upon request

Janey Co-op
111 Park Avenue
Bowling Green, OH 43402
555.555.5555 janeycoop@bgsu.edu

Career Objective:

Seeking a co-op experience with an Architectural or Construction related firm which would permit opportunities to apply course work theory, laboratory skills and related experience within a practical application.

Professional Experience:

Jan. 2005-present: *Bowling Green State University Services Office*—Bowling Green, OH
Collected field information for mechanical systems, updated and edited building prints on AutoCAD and Photoshop, devised and executed an organizational system for blueprint inventory.

Education:

2003-Present Bowling Green State University—Bowling Green, OH
Major: Architecture/Environmental Design Studies Minor: Harp
Cumulative GPA: 3.5—Honors Program
Class Status: Junior

Work Experience:

Summer 2004: *VC Industries*—Bowling Green, OH. Office Manager, shipping, customer service
Summer 2003: *Churchill's Grocery*—Bowling Green, OH. Stocker.
Summer 2002: *B's Coffee*—Bowling Green, OH. Cashier and Customer Service.
2001-Present: Free lance musician. Perform harp music for weddings, parties, and other events around the Northwest Ohio area

Software Knowledge and Experience:

AutoCAD	Architectural Desktop	Adobe Illustrator
Microsoft Office	Photoshop	

Awards, Activities, and Involvement:

BGSU:	President, BGSUrve	High School:	National Honor Society
	Member of AIAS		Mary Anne Guegger Award
	College of Technology Ambassador		Toledo Youth Orchestra
	BGSU Philharmonia		Senior Retreat Leader

References:

Johnny Reference	Janey Reference
Director of Services	Professor
Bowling Green State University	Bowling Green State University
555-555-5555	555-555-5555
JohnnyReference@bgsu.edu	JaneyReference@bgsu.edu