

DEVON DESIGN

Winterville, NC | youremail@gmail.com | 252-123-4567 | LinkedIn: DevonDesign23

Ambitious, motivated, and creative **ARCHITECTURAL DESIGN** student with a passion for blending creativity and functionality in built environments. Proficient in CAD software and adept in conceptualizing innovation design solutions. Eager to learn, collaborate and contribute to an internship applying classroom knowledge in a practical setting.

EDUCATION

Bachelor of Science in Design, concentration in Architectural Technology

College of Engineering and Technology
East Carolina University – Greenville, NC
GPA 3.44 | Dean's List

May 2025

RELATED COURSEWORK

Engineering Graphics, Computer-Aided Design with Drafting, Building Systems and Codes, Intro to Building Information Modeling (BIM), Architectural Drafting, Sustainable Design, Architectural Visualization, Technology Project Management

SUMMARY of SKILLS

AutoCAD – 3 years	Microsoft Outlook, Teams - Intermediate
Inventor 3D Modeling – 2 years	Microsoft Access, PowerPoint - Beginner
Revit, SketchUp – 2 years	Building Codes and Standards
Microsoft Word, Excel – Intermediate	Cost Analysis and Project Workflows

RELEVANT PROFESSIONAL EXPERIENCE

Architectural Design Intern | ABC Architects – Greenville, NC Aug 2023 – present

- Utilize CAD software to create detailed architectural drawings, plans, and blueprints under the guidance of two senior architects
- Contribute to developing 3D models and assist in visualizing design concepts for three client presentations and project meetings
- Assist in conducting four site surveys gathering essential data to ensure project feasibility
- Collaborate with 8-member design team to generate innovative design solutions, offering creative input and suggestions during brainstorming sessions
- Help in material sourcing, contributing to the selection of materials for projects based on performance and sustainability criteria

Office Assistant | Certified Architecture LLC – Winterville, NC Jun 2022 - present

- Assist team of 10 in with client proposals, reports, project documentation, and presentations
- Provide office support, managing incoming calls, emails, and correspondence, ensuring efficient communication within the office
- Schedule meetings, appointments, and coordinate calendars for architects and project teams
- Engage in ongoing learning and training sessions, growing proficiency in architectural software

ORGANIZATION and AFFILIATIONS

Member | ADDA, American Design Drafting Association

Sep 2022 – present

Member | WiT, Women in Technology

Aug 2021 – present