

SAM T. STUDENT

30 Erstwhile Avenue, Cambridge, MA 02139, USA

Phone: 617 xxx yyyy. Email: sstudent@gsd.harvard.edu/sstudent@aol.com

EDUCATION

Harvard University, Graduate School of Design, Cambridge, MA, USA

Candidate for Master in Design Studies (MDesS) – Project Management, 2006

Regional Engineering College, Trichy, India

Bachelor Of Architecture (Five year professional Degree), 1996

Ranked first in class of 35 students.

PROFESSIONAL EXPERIENCE

Architectural Intern, February 2001 – August 2005

Smallwood, Reynolds, Stewart, Stewart & Associates, Atlanta, GA, USA

- Assisted project manager with contract administration.
- Coordinated with clients, consultants and contractors.
- Prepared presentation drawings and fee proposal drawings.
- Reviewed building for code compliance.
- Reviewed building specifications and requirements.
- Prepared construction documents using AutoCAD.
- Integrated structures, mechanical, electrical, plumbing, fire protection and acoustical systems into building envelope.

Consultant, February 1998 – December 1999

Nataraj & Venkat Associates, Madras, India

- Orchestrated all phases of the architectural design process from site survey through design development to site supervision.
- Independently designed and handled over fifteen projects including residences, apartments, commercial complexes, hotels and office buildings with a total area of 1,500,000 sq. ft.
- Directed a team of three architects and seven draftspersons.
- Member of the office management committee, which governed daily operations, staffing, maintenance or project files and overall project coordination.
- Supervised and trained architectural interns.

Architect, June 1996 – January 1998

Nataraj & Venkat Associates, Madras, India

- Collaborated with a team of architects to design over twenty projects with an area of approximately 900,000 sq. ft.
- Prepared presentation, schematic and working drawings for residential and commercial buildings.

Intern, May 1992 – November 1992

Nataraj & Venkat Associates, Madras, India

- Acquired and practiced professional architectural skills.

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ACADEMIC EXPERIENCE

Teaching Assistant - GSD 7305: Strategic Management in Design and Construction September 2001 – current

Graduate School of Design, Harvard University, Cambridge, MA, USA

- Assist with course material and class preparation.
- Maintain course website.
- Assist students with questions and concerns about course subject matter.

COMPUTER SKILLS

- 12 years experience in using AutoCAD.
- Experience with CATIA V5R11.
- Knowledge of Adobe Photoshop, Adobe Illustrator, MS PhotoDraw
- Proficient in using MS Office.

Languages: SQL, PL/SQL. Experience in FORTRAN, Visual Basic, C.

Web Authoring: MS FrontPage.

RDBMS: Oracle8, MS Access.

AWARDS

- Regional Engineering College Merit Scholarship, Trichy, India, 1991-1996.
- Julius Vaz Trophy, Convention of National Association of Students of Architecture, Bhopal, India, 1995.
 - Project: Study of Tamil and French influence on the urban settlement of Pondicherry, India.
- G. Sen Trophy, Convention of National Association of Students of Architecture, Bhopal, India, 1995.
 - Project: Documentation and adaptive reuse of the Tanjore Palace Complex, India.
- Louis Khan Trophy, Convention of National Association of Students of Architecture, Bombay, India, 1991.
 - Project: Documentation and renovation proposal for Thirukarugavur Temple in Tanjore District, India.

PROFESSIONAL REGISTRATION

Registered Architect with the Council of Architecture, New Delhi, India.