

OLIVIA OLMOS

EDUCATION

September 2005 – Current University of Detroit Mercy Detroit, MI

Master of Architecture, first professional degree May 2010

- Architectural Design Studio (8 Semesters): critical thinking, theory and design, creative problem solving, site analysis, systems selection, site planning, interior design, scale model-making, drawing, rendering, collaboration
- Masters Studio (2 Semesters): development of graduate thesis “Urban School Design Solutions: [Detroit’s Chadsey/Munger, Community Centered Opportunities]”

WORK EXPERIENCE

May 2008 – August 2008 Milnet Architectural Services McAllen, TX

January 2009 – May 2009

Internship

- Designed and developed responses to requests for qualifications to attain projects. Built scale models for several projects. Developed renderings.
- Project management tasks i.e. contracts, meeting notes, memos, submittals, facsimiles, prepared documents for bidding, review of payment applications, and professional correspondence with clients. Management of accounts payable and accounts receivable.
- General office tasks i.e. organization of the materials library and construction document sets, and general tasks to assist co-workers.
- Coordinated webinars for continuing education. Provided training course for employees to learn Revit as a modeling tool.

May 2007 – August 2007 Boultinghouse Simpson Architects McAllen, TX

Internship

- Collaborated with clients to develop the design of their home, created sets of construction documents for the contractors, and organized all sets of drawings and plans, clerical work.

Sept. 2005 – April 2008(work-study) University of Detroit Mercy Detroit, MI

Assistant to the Director of International Programs

- Produced spreadsheets, designed flyers, assembled informational packages and mailed them out to interested students, answered phone calls, translated documents from English to Spanish.

SUMMARY OF QUALIFICATIONS

- Autodesk : AutoCAD, Revit Building 9/Revit Architecture 2010, VIZ 2008
- Adobe: Photoshop, ImageReady, InDesign, Premiere, Acrobat Professional
- Microsoft Office: Access, Excel, Outlook, Power Point, Word, Works
- Google: SketchUp
- Peachtree (accounting)
- Fluent in English and Spanish

PROFESSIONAL MEMBERSHIPS

President, The University of Detroit Mercy Chapter of the National Organization of Minority Architecture Students (NOMAS) from August 2008 to December 2009.

REFERENCES

[American Institute of Architects Appointed Mentor]

Mike Kirk, AIA, LEED AP

mkirk@neumannsmith.com

Principal, Neumann Smith Architecture

248-352-8310

[Professor]

Daniel Pitera, AIA

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Executive Director, Detroit Collaborative Design Center

313-993-1037

The University of Detroit Mercy, School of Architecture

Mark Farlow, AIA

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[Employer/Supervisor]

Daniel Boultinghouse, AIA

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Principal, Milnet Architectural Services

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[Personal References]

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