

## An Example of a Functional Résumé

Rachel Restore (If you are a current Laboratory employee, include your Z# here.)  
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Objective: A position as a restoration architect

### Summary

- 10 years of experience as a restoration architect in both the private and public sectors.
- Bachelor's degree in architecture; certification in antique restorations.
- American City Downtown Rehabilitation Award for designing and overseeing the restoration of Milltown's Historic City Renewal Project.
- Unique ability to understand clients' ideas and transform them into workable drawings and designs.
- Committed to excellence in authentic reproduction of period architecture.

### Skills

Architectural design, antique restorations, project management, financial planning, budgeting, team management, AutoCad, Microsoft Project, time management

### Relevant Skills and Experience

#### Restorations

- Restored Milltown's Historic City (3 city blocks).
- Served as the historic restoration specialist for Seaville's waterfront renewal.
- Met with the city councils to determine their budget, goals, and aesthetic expectations.
- Researched the history and development of the original downtown area.
- Assessed the existing structures to determine how much needed to be razed.
- Served as a consultant for selecting contractors.
- Monitored the construction sites.

#### Architectural Design

- Created preliminary design sketches for municipal approval.
- Prepared site plans.
- Produced architectural drawings for both remodeling and reconstruction of historic sites and buildings.
- Interacted with city officials and the Historic Restoration Committee members to gain approval of the drawings.

### Project Management

- Managed multiple projects simultaneously.
- Created comprehensive and realistic project plans using Microsoft Project.
- Completed all projects on time and within budget.
- Oversaw projects with budgets ranging from \$1M to \$9M.
- Skillfully managed a staff of 25 employees with no turnover for 2 years.

### Work Experience

1995 to Present: City of Milltown, City Architect, Milltown, NJ

1991 to 1995: Creighton and Low Design, Inc., Junior Partner, Seaville, NJ

1990 to 1991: Hammer and Nail Associates, Intern, Collegevale, NJ

### Education and Training

B. Arch, 1991, White University, Collegevale, NJ, GPA 3.8

Graduated with highest honors

Dennis Family Award for Excellence in Architecture

All-American Collegiate Soccer Player

Antique Restorations Certification, Philadelphia Restoration Institute, Philadelphia, PA, 1990

### Professional Affiliations

Society of Architectural Design, Board of Directors

Historical Restoration Society of America, Member

### Awards

American City Downtown Rehabilitation Award, 1998

Junior Civitan of the Year, 1997

### Miscellaneous

Bilingual: English and Italian

Volunteer Community League Soccer Coach