**ALEXANDER M. MATTHEWS** | (540) 961-2469 | [alexmatthews@vt.edu](mailto:alexmatthews@vt.edu)

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| **OBJECTIVE** | Position in the design field, with emphasis on continuing development of technical and computer skills. | |
| **EDUCATION** | **Bachelor of Architecture**, May 20XX  Virginia Polytechnic Institute & State University (Virginia Tech), Blacksburg, Virginia  GPA: 3.4/4.0 Dean's List 5 semesters  **Washington/Alexandria Architecture Consortium**, Alexandria, Virginia, Spring 20XX   * Extensive studies of architecture within the urban environment. * Construction site visits to embassies and Washington historic restoration projects.  European Study Abroad Program, Fall 20XX  * Traveled through 10 European countries exploring a wide variety of cultures. * Studied architecture through photography, painting, and sketching. | |
| **COMPUTER SKILLS** | HTML, AutoCAD R14, Adobe Photoshop, Adobe Pagemaker, Adobe Illustrator, Microsoft Word, PowerPoint | |
| **DESIGN SKILLS** | Sketching, modeling, photography and darkroom procedures, photographic manipulation,wood and metal shop experience, graphic printmaking, pottery | |
| PORTFOLIO | [www.url-for-your-professional-samples-online.whatever](http://www.url-for-your-professional-samples-online.whatever) | |
| EXPERIENCE | PGAL Architects, Alexandria, VA, Summer 20XX  * Worked on design development for Ramp Control Tower, Philadelphia Int’l. Airport. * Drafted site plans, floor plans, sections, and elevations. * Created site and building models for presentations.  Brown Residence Renovation, Chantilly, VA, Summer 20XX  * Worked with owner to create new design for house renovation project. * Created a model of the new design for owner.   **Davis, Bowen, and Friedel, Inc.**, Salisbury, MD, Summer 20XX, January 20XX   * Produced drawings and colored renderings for a wide variety of projects. * Responsible for altering red-lined construction drawings, as well as creating new construction drawings from on site measurements. * Created a proposal which won a major new commission for the firm.   Features of this resume:   * Skills related to career field. * Table used, dashed-lines shown ONLY for formatting; **set borders not to appear on resume, OR select a border to appear based on your aesthetic judgment.** * Font Palatino Linotype 10 * Margins: top 0.7, bottom 0.5, left & right 0.8  Paul Kratzer and Co., Salisbury, MD, Summer 20XX  * Assisted in the creation of advertising campaigns. * Produced layouts and graphics for printed advertisements. | |
| **ACTIVITIES & AWARDS** | American Institute of Architects, Scholarship 20XX  Habitat for Humanity Volunteer, 20XX-present  Coalition for AIDS Awareness at Virginia Tech, 20XX-20XX  Gamma Beta Phi National Honor Society, inducted 20XX |  |