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

College address: 123 Turner St. N.E. #5, Blacksburg, VA 24060

Permanent address: 4097 Back Creek Rd., Bishopville, MD 21813

|  |  |
| --- | --- |
| **OBJECTIVE** | Position in the design field, with emphasis on continuing development of technical and computer skills. |
| **EDUCATION** | **Bachelor of Architecture**, May 20XXVirginia Polytechnic Institute & State University (Virginia Tech), Blacksburg, VirginiaGPA: 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-presentCoalition for AIDS Awareness at Virginia Tech, 20XX-20XXGamma Beta Phi National Honor Society, inducted 20XX |  |