College of Fine Arts

Sample Resumes

B/A BEAUX ARTZ

CONTACT
412/500/1900
beauxartz@gmail.com
pittsburgh pa

EDUCATION
Carnegie Mellon University
Bachelor of Architecture
20xx-20xx

Cornell University
Pre-College: Architecture
Summer 20xx

SKILLS
AutoCAD
Grasshopper
Illustrator
InDesign
Microsoft Office
Photoshop
Rhino
Revit
SketchUp

Model Building
Perspective Drawing
Hand Drafting
Woodworking

Spanish
Python
JavaScript

COURSEWORK
Activated Anamorphs
Digital+Analog Media
Environments 1
Generative Modeling
Materials+Assembly
Modern Architecture
World Architecture
Urban Case Studies
Exploring Pittsburgh
Building Physics
Structures+Statics

RELEVANT EXPERIENCE

//ARCHITECTURAL INTERN / Andrew Franz Architect / June - August 20xx
/Conducted site surveys. Prepared filing sets for DOB and LPC of NYC building permits. Developed construction and bid sets for two Manhattan residences. Researched and prepared material for client meetings including large presentation for new Brooklyn Public Library branch.

//ARCHITECTURAL INTERN / Warehaus / June - August 20xx
/Documented existing conditions for two new clients. Aided in organization of project manuals. Prepared sets of construction drawings for permit submissions. Created press releases for publication. Attended site visits with team of architects, civil engineers, and structural engineers.

//TEACHING ASSISTANT / Analog Media + Seminar / September 20xx - May 20xx
/Introduced first year students to CMU SoA through First Year Seminar focused on well-being, productivity, networking, and professional development
/Instructed students in perspective construction and compositional techniques through class demonstrations and individual help sessions.

//ON-SITE COORDINATOR / Architecture Explorations / September 20xx - May 20xx
/Aided K-12 students in understanding architectural education, design processes, and urban planning through site analysis, design synthesis, and graphic representation.

NOTABLE PROJECTS

//LUNAR GALA DESIGNER / Pittsburgh, PA / October 20xx - March 20xx
/Conceptualized and constructed fashion line focused on environmental destruction to be presented to Pittsburgh design community at choreographed fashion show.

//ACTIVATED ANAMORPHS / Pittsburgh, PA / September 20xx - December 20xx
/Developed conceptual costumes for public performances with music stylings from Exploded Ensemble of Carnegie Mellon.
/Performed at Subsurface 20xx, press information available upon request.

//SACO LAKE WELLNESS CENTER / Pittsburgh, PA / January 20xx – April 20xx
/Designed bathhouse with three basins near Saco Lake in Notch State Park, New Hampshire focusing on sitting, pattern of use, materiality of concrete and wood, use of water, and atmosphere.

//PHIPPS CONSERVATORY: HOOP HOUSE / Pittsburgh, PA / September –December 20xx
/Designed and fabricated hoop house that could protect plants and withstand harsh winter weather. Focused on both function and aesthetics, with emphasis on conduits and sustainability.

LEADERSHIP EXPERIENCE

wats:ON? Arts Festival Curatorial Assistant / 20xx-Present
AIAS Chapter Co-President / 20xx – Present // Vice President / 20xx – 20xx
AIAS Young Architect's Forum Liaison / 20xx – 20xx
Assistant Instructor in CMU Architecture Explorations Program / 20xx – 20xx
Class representative in CMU SoA Student Advisory Council / 20xx – 20xx
Event Liaison for CMU Conference + Event Services / 20xx – 20xx

NEO CLASSICAL

Third-year architecture student with passion for accessible spaces and interior design seeking internship opportunities for summer of 20xx.

CONTACT

https://www.neoclassical.com
neo@andrew.cmu.edu
(412) 500-1900

EDUCATION

CARNEGIE MELLON UNIVERSITY
Bachelor of Arts in Architecture
May 20xx
Additional Major in Business Administration
Honors: Dean's List (Fxx, Sxx, Fxx)

UNIVERSITAT AUTONOMA DE BARCELONA
Summer Study Abroad – 20xx

SKILLS

DIGITAL:
 Microsoft Office
 Photoshop
 Illustrator
 InDesign
 Lightroom
 Rhino
 AutoCAD
 VRay
 Grasshopper

LANGUAGES:
 English (native)
 Mandarin (native)
 Spanish (fluent)

ANALOG:
 Drafting
 Drawing
 Photography

FABRICATION:
 Model making
 Laser cutting
 Woodshop
 Welding

PROFESSIONAL EXPERIENCE

Mario Corea Arquitectura - Barcelona, Spain (Remote)
Summer Intern; June - August 20xx
- Translated and edited publications of projects in English and Spanish for website and social media.
- Created AutoCAD drawings for current projects, including a large- scale hospital in Tarragona.

ZenArchi (展宜建築) - Taipei, Taiwan
Architectural Intern; July - August 20xx
- Created Sketchup models of current projects, including apartment units in Taipei City.
- Managed documentation of current project sites for display and publication.

ADDITIONAL EXPERIENCE

Carnegie Mellon University - Pittsburgh, PA
Teaching Assistant; August 20xx - Present
- Facilitate discussion amongst first year architecture students regarding studio culture and curriculum expectations over academic career.
- Mentor first years on portfolios and professional development opportunities, including constructing alumni panel of now-registered architects.

Employer Relations Ambassador; August 20xx - Present
- Assist with career fairs including running reports and other logistics in the Career and Professional Development Center.

Highland Ambassador; May 20xx - Present
- Serve as point of contact for alumni at CMU.
- Facilitate connections between students and alumni.

Andrew Ambassador; January 20xx - May 20xx
- Customized and led tours for prospective students and families of diverse backgrounds.
- Provided administrative assistance through formal communications between the Office of Admissions and prospective students and families.

LEADERSHIP/INVOLVEMENT

Taiwanese Student Association
Booth Chair; October 20xx - Present
- Oversaw first-place winning design of booth constructed for CMU Carnival 2019, including ensuring that booth was up to construction standards and building code.

American Institute of Architecture Students (AIAS)
Social Media Correspondent; July 20xx - July 20xx
- Promoted events through social media channels, such as Instagram and Facebook.
- Served as advocate for architecture students in school community.

Kappa Alpha Theta Sorority
Online Media Director; May 20xx - Present
- Lead marketing of chapter through social media channels, including Facebook, Instagram, and website.

Marc Degree

INFO

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marcdegree.com
555-123-4567

EDUCATION

Carnegie Mellon University (CMU)
Pittsburgh, PA
Masters of Architecture
May 20xx

National University of Science & Technology (NAST)
Islamabad, Pakistan
Bachelor of Architecture
June 20xx
Thesis: Curating healing for pediatric cancer patients with space, light, and color

ACHIEVEMENTS

Burdett Assistantship Recipient
CMU   Aug 20xx

AIAS Graduate Student Liaison
CMU   Sep 20xx – present

SKILLS

Software: Rhino, Grasshopper, Revit, Sketchup, AutoCAD, Adobe Creative Suite, Microsoft Office, GIS, DIVA, Ladybug, Cove.tool, Climate consultant, Vray, Climate Studio, Enscape, Figma,Invision

Analog: Model making, Drafting, Drawing, Sewing, Glass Blowing

Fabrication: Laser cutting, 3D Printing, Woodshop, CNC

Language: Hindi, Bengali

Programming: Java, Python

PROFESSIONAL EXPERIENCE

Studio AR&D   Los Angeles, CA
Architectural Intern   June – August 20xx
Designed schematic iterations using Revit. Engaged in client and consultant meetings for ongoing commercial and residential projects. Worked through detail drawings and material boards for family home and hotel in Palm Springs.

Architects' Bureau   Islamabad, PK
Architectural Intern   May-August 20xx
- Provided support in designing residential houses in new community for diplomats. Assisted in phases of planning iterations, form and façade design, rendering, and material selection.
- Learned strategies to design mixed-use commercial buildings and religious community centers.

OTHER EXPERIENCE

PLA & Clay Printer Fabrication   CMU
Research Assistant   Jan-May 20xx
Supported professor in data collection, analysis, and presentation of information pertinent to clay print fabrication.

Digital Futures Symposium   UCLA
Participant and Volunteer   June 20xx
Explored generative and creative potential of Artitecture and Game Design by sampling artistic influences from design-related fields such as fashion, sculpture, and painting onto architectural objects.

CERTIFICATION

LEED Green Associate Certified   April 20xx
Credential ID: 54963148

RELEVANT COURSEWORK

Residential Architectural Design, Design for Transitions, Generative Modeling, Materials and Construction, Real Estate, Physics of Worldshaping and Tectonics

Paul Lution

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plution@andrew.cmu.edu
paullution.com

LEED Green Associate (46871954)

Summary

Young architectural professional seeking full-time opportunities to foster and promote sustainability of water and greenery in your firm/organization's projects.

Education

Carnegie Mellon University   Pittsburgh, PA
Master of Science in Sustainable Design   May 20xx
Bachelor of Architecture   May 20xx
Honors: Dean's List (9/10 semesters), School of Architecture Honors, ACE Mentor Program Scholarship recipient

Professional Experience

Carnegie Mellon Housing & Dining   Pittsburgh, PA
Sustainability Assistant   June 20xx – Present
Created and facilitated recycling pilot program in five freshman dormitories. Assist in hosting focus groups with students of all class years to receive feedback about sustainability on campus.

STV Inc.   Pittsburgh, PA
Architectural Intern   May – August 20xx
Developed marketing materials to assist in securing potential clients. Proposed flood-proof paneling system for Newark Liberty International Airport Terminal One redevelopment. Met with Interior Design Sales Representatives to increase variety of products in material library. Submitted and corrected red-lined construction documents.

Leadership

National Organization of Minority Architecture Students
Competition Coordinator   January-October 20xx
Coordinated group of 8 students to develop strong submission centered on sustainability in utopian societies. Communicated with project mentors to determine future goals and provide necessary updates. Ensured team met all submission deadlines.
Treasurer   September 20xx – May 20xx
Managed and secured funding for organization through bureaucratic necessity in order to provide best resource for members. Organized three fundraisers for student design competition team.

Skills

Technical Software: AutoCAD, Bluebeam, Enscape, GIS, Grasshopper, Illustrator, InDesign, Keyshot, Photoshop, Premiere Pro, Revit, Rhino 3D, SketchUp, Unity 2D, V-Ray
Other: Python, Microsoft Suite, Model Making, Photography, American Sign Language

Axe N. Crane

+1 (317)-495-4812◆ axecrane@andrew.cmu.edu ◆ www.linkedin.com/in/axencrane

EDUCATION

Carnegie Mellon University   Pittsburgh, Pennsylvania
MS Architecture-Engineering and Construction Management | **GPA**: 4.0/4.0   December 20xx
Achievement: Granted a Graduate Merit Scholarship for consistent academic excellence.
Relevant Coursework: Project Management for Construction | Real Estate Development ‖ VDC in Construction ‖ Transdisciplinary Thinking ‖ Sustainable Construction ‖ Construction Estimation ‖ Project Scheduling ‖ Finance

SRM Institute of Science and Technology   Kattankulathur, Tamil Nadu
Bachelor Of Architecture | **GPA**: 8.75/10   May 20xx
Achievement: Awarded Performance-based scholarship for 20xx- Graduated first-class with distinction.
Undergraduate Thesis: Designed a low-cost, self-sustainable performing arts Center to promote art forms that were slowly losing relevance.

PROFESSIONAL EXPERIENCE

CBRE, Chennai | Project Management Intern   July 20xx – Nov 20xx
Project Detail: 3.5 million Sq. Feet LEED Certified IT Park Facility
- Improved Construction quality performance by 20% by conducting periodic quality checks on materials and monitoring pre-construction and post-construction quality compliance to established standards.
- Supervised day-to-day construction activities and organized project review meetings of various stakeholders to improve project efficiency.
- Assisted project controls lead in preparing site logistics plan, organized safety checks at site, proposed corrective solutions, and reduced safety incidents by almost 35%.

Independent Projects, Chennai | Architect   May 20xx – May 20xx
Project Detail: 3500 Sq. Feet Residence at Kumbakonam, Tamil Nadu.
- Conceptualized, designed, and executed exterior and interior details of traditional residence, measuring 87% improved project efficiency by completing project one month earlier than its intended eight-month schedule.
- Provided multiple design solutions, schemes and 3D views of interior and landscape details for client approval using Revit, Google Sketch Up and Lumion.
- Conducted comprehensive market study to address project cost constraints and proposed sustainable design solutions, reducing the project cost by an additional $75,000.

Project Detail: Sudarsanam and Associates – 1500 sq. ft. Office space at Chennai
- Worked under controlled budget to develop schemes that aimed to renovate unutilized office zone into collaborative meeting and multi-purpose space, thereby reducing cost by 85%.

Vedika, Chennai | Junior Architect   October 20xx – February 20xx
Project Typology: 200 crore Aleppey Conservation and Development Project, Kerala
- Worked on project reports to frame requirements, analyze needs and establish cost estimates for Aleppey Heritage Conservation Project.
- Redesigned port museum at Aleppey (adaptive reuse) after extensive research on its history and prepared project progress reports after close coordination with project developers and government officials.

Vivek and Associates, Chennai ‖ Intern   July 20xx– Nov 20xx
Project Typology: 3 Acre Apartment Project
- Processed several design iterations, prepared scheme, and detailed drawings for government sanction of apartment, minimizing errors and improving project efficiency by 50%.
- Performed periodic inspection of site, coordinated design with site labor and prepared project progress reports to ensure design and quality compliance, minimizing construction errors by 25%.

ACADEMIC PROJECTS AND COMPETITIONS
- CAWP Student Estimation Competition (May 20xx): Prepared bid and schedule for highway construction project.
- Vellore Fort Revitalization Project (Fall 20xx):Conducted extensive research and provided design solutions.

SKILLS
Technical Skills: AutoCAD, MS Project, Primavera P6, Autodesk Revit, Google SketchUp, Adobe Photoshop, Adobe InDesign, Lumion, MS Office Suite.
Language: Python, Hindi

Riley H. Vac LEED AP BD+C

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EDUCATION

MS Building Performance and Diagnostics (GPA: 3.67/4.0)   August 20xx
Carnegie Mellon University   Pittsburgh, PA

- Coursework: Building Performance Modeling, Productivity, Health and the Quality of Buildings, Building Control and Diagnostics, Programming R for Analytics, Introduction to Machine Learning

BSE Environmental Engineering (GPA: 3.81/4.0)   May 20xx
University of Michigan   Ann Arbor, MI

- Coursework: Engineering Thermodynamics, Fluid mechanics and Fluid Machinery, Heat transfer, Built Environment, Ventilation Engineering, Air Conditioning Engineering

ACADEMIC PROJECTS

Building Energy Modeling   February-May 20xx
Course:Building Performance Modeling (Group)

- Collected baseline model input information from multiple building codes (e.g. ASHRAE 90.1)
- Conducted parametric analysis for different building geometries and building systems with eQuest and DesignBuilder to optimize energy efficiency

Data Analytics Projects   September-December 20xx
Individual Work

- **Programming R for Analytics:** analyzed a large public dataset with R, conducting linear regression and t-test with graphical representation to identify association among variables
- **Introduction to Machine Learning:** transfer concepts of machine learning algorithm into programming code from scratch with python, implementing logistic regression and neural network to classify dataset

Feasibility Analysis of Commercial Building to Be Zero Energy in the United States
Bachelor's Thesis (Individual work)

- Through literature review, collected and analyzed energy consumption data of commercial buildings in nine cities and across three climate zones in the US
- Built baseline model of Shanghai office building with eQuest per local green building standard
- Applied energy conservation strategies to reduce energy consumption of baseline model by 34%

PRACTICAL EXPERIENCE

Research and Development Intern   Jan. 20xx- Aug. 20xx
Perkins Eastman   Chicago, IL

- Assisted research manager to prepare project proposal, design survey questionnaire and manage fieldwork operation for seven different builds, ranging from residential apartments to commerical warehouses
- Assisted research manager to write report by presenting and interpreting survey data to support clients' decision making

Research Assistant   Sept. 20xx - Present
Center for Building Performance and Diagnostics, Carnegie Mellon University

- Conducted literature review on data-driven methods of identifying energy conservation measures
- Explored existent retrofit tools and summarized features, such as Commercial Building Energy Saver

LEADERSHIP AND VOLUNTEER

- **Student Program Manager** at Junior Achievement: Led ten-member team of career instruction lessons, assigned tasks to maintain program operation, recruited students, communicated with corporation volunteers, effectively and professionally communicated with parents
- **Volunteer Teacher** at Holy Name Cathedral: delivered Sunday School courses to children ages 5-12

SKILLS AND LANGUAGES

- Skills: Revit CEA, eQuest, DesignBuilder, AutoCAD
- Language: English, Spanish (bilingual), Python, R

SONG JUAN

412-865-5309 | songj@andrew.cmu.edu

EDUCATION

Carnegie Mellon University, Pittsburgh, PA
Master of Science, Computational Design, August 20xx - May 20xx
   GPA: 3.93

Tsinghua University, Beijing, China
Bachelor of Engineering, August 20xx - June 20xx
   GPA: 3.64

SKILLS

Programming Languages: Java, Python, C, C#, typescript, JavaScript HTML, CSS, SQL
Tools: SpringBoot, React, Redux, NodeJS, Git, JUnit, Unity3D, UNIX, postman

EXPERIENCE

MIT Media Lab
Software Research & Development Intern - Augmented Reality, Cambridge, MA, June 20xx- August 20xx
- Created interactive AR applications with **C#** on **Microsoft Hololens 2**, guide users to locate items
- Integrated **voice control** into AR application, stream location data by **TCP**
- Established database on **Azure** to store item info and pictures

Tsinghua University
Research Assistant, Beijing, China, August 20xx - June 20xx
- Processed data collected by Arduino sensors in **Java** and sent result to C# client to retrieve real-time direction and speed from bike with light sensor and rotary encoder.
- Built immersive interactive system with **C#, Unity3D** and Arena; controlled panoramic video play responding to tangible installation, transformed image and mapped to surroundings
- Extracted pedestrian location data from video using **Python, OpenCV** and OpenPose; analyzed with **ResNet50 machine leaning** model, simulated losing data points with vanishing line calculation, reached > 80% accuracy

3-Plus Technology
Software Engineer Intern Beijing, China, Oct 20xx- May 20xx

- Developed **Python backend** to automatically layout furniture for floor plan in 12 types of different case; achieved 84% satisfactory in designers' voting.
- Analyzed floor plan data stored in **S3 bucket** with Python to justify load-bearing wall and distribute electrical circuit
- Programmed furniture model generator and customized function in **C#** for 3D interior design and visualization

PROJECTS

Santorini Game as Web Application
Academic, Spring 20xx
- Developed web application backend with Java and Apache Maven to support two users playing Santorini board game online
- Designed domain-model, object interaction diagram and system sequence diagram for extensible and robust system
- Wrote unit tests and integration tests with JUnit and ts-jest
- Developed frontend using React and typescript, supported for selecting and moving piece, undo action, and justify game result

Distributed File System
Academic, Spring 20xx
- Implemented file server in C to deal with remote procedure call from clients to read, modify and delete files with multi-processes and parameters serialization and deserialization
- Designed and built server and file-caching proxy in **Java**, offer one-copy session semantics and check-on-use strategy in Java, along with protocol between server and proxy
- Developed elastic cloud-hosted service based on client request arriving rate and queue length
- Implemented two-phase commit in distributed transaction, handled message delay and node crash recovery

Personal Project Management App
Individual, Dec 20xx - Jan 20xx
- Prototyped personal project management tool with Spring boot 2.0 backend and ReactJS Redux frontend
- Created RESTful API with Spring boot and JWT web token, and consume API with React/Redux
- Constructed scripts to add, edit and get data from MYSQL database

ANNIE MASHUN

(she/her/hers)

anniemashun.com
412.500.1900
anniemashun@gmail.com

ANIMATOR ● DESIGNER ● ARTIST

PROFESSIONAL EXPERIENCE

Game Creation Society   September 20xx-Present
Illustrator/Animator   CMU
- Collaborate with teams of 3-12 artists to design independent game projects on various platforms and softwares
  - **Projects:**
    - *Lost Haven 1* and *2* (Fall 20xx, 20xx): 2D RPG based in medieval setting
    - *Bossmen* (Spring 20xx): 3D cube themed boss fighting shooter
    - *Project Origami* (Fall 20xx): 3D Puzzle/Adventure game with origami theme

Simcoach Games   May – July 20xx
Animation Intern   Pittsburgh, PA
- Created art and animated media for educational app start-up
- Navigated design-research process to understand user needs and desires

Frank-Ratchye Studio for Creative Inquiry   January 20xx – Present
Undergraduate Research Assistant   CMU
- Write and document example code for pen-plotters
- Port code of deprecated New-Media art pieces

EDUCATION

Carnegie Mellon University
Bachelor of Fine Arts – Art   May 20xx
Concentration: Electronic/Time-based Media
IDeATe Minors: Animation & Special Effects and Game Design

SKILLS

Software: Adobe Creative Cloud, Flipbook, Sketch, Flash, Blender, Poser, 3ds Max, Maya, Cinema 4D, Eclipse, Photoshop, Audacity, Illustrator, Unity

Art: 3D modeling, texturing, animating, drawing (environment, object, figure), video editing, digital fabrication

Programming: Java, Javascript, C/C++, HTML/CSS, Ruby, Python, SQL

Spoken: Spanish (native), English (native), Japanese (working proficiency)

LEADERSHIP/INVOLVEMENT

Lunar Gala   January 20xx – Present
Planning Executive Board   CMU
- Assist in creation and curation of Pittsburgh's annual largest fashion show that intersects art and technology

Donut Dash   January – April 20xx
Graphic Designer   CMU
- Designed apparel, marketing, and social media content for nation's largest fraternity philanthropy event

Prism   September 20xx-Present
Vice President   CMU
- Organize social and philanthropic meetings and events for group of approximately 90 undergraduate members of LBGTQ+ student organization

ART SEE

artsee.com
artsee@andrew.cmu.edu
1-412-500-1900

EDUCATION

Carnegie Mellon University May 'xx
Bachelor of Fine Art GPA: 3.5 / 4.0
Minor in Media Design (IDEATE)

DESIGN SKILLS

Adobe Creative Suite
HTML + CSS + Javascript
Microsoft Office
Rhinocerous
Unity
Sketch

ADDITIONAL SKILLS

Mandarin Chinese
Logic Pro X
Video Shooting + Editing + Lighting
Proposal Writing
Drawing + Painting + Print/Photography
Wood + Digital Fabrication

PROFESSIONAL EXPERIENCE

RAPP | Art Director + Graphic Design Intern San Francisco, CA Jun 'xx - Aug 'xx
• assisted Creative department with production and editing of graphic assets, user research, image search, and deck organization for clients, Wells Fargo and Autodesk, on both digital and print channels
• communicated between Strategy and CMI interns to set up framework and brainstorm initial campaign design concepts
• developed creative solution to design challenge brief by producing digital prototypes for intern projects

CREATE Lab (Carnegie Mellon Univ.) | Artistic Fellow Pittsburgh, PA Jun 'xx - Aug 'xx
Awarded Student Undergraduate Research Fellowship to collaborate with CREATE Lab, specializing in robotics for social good, on community-based art project in Summer of 20xx.
• worked with lab members to learn CREATE technologies, collect and visualize data, analyze user trends, and storyboard ideas
• interviewed and researched local arts organizations and artists specializing in community-based work
• conceptualized and developed proposals for interactive storytelling experiences and long-term public installations

JM Design Studios | Design Intern Pittsburgh, PA Jul 'xx - Present
• assist team of artists on multiple phases of *The Other Border Wall Proposal*
• conduct research on US/Mexico border issues and interview non-profit organizations and locals in Tijuana/San Diego region
• manage marketing campaign through social media posts and newsletter emails

INDEPENDENT PROJECTS

***Open Crit* | Co-Creator | awarded Interdisciplinary Award** Oct 'xx - Present
A series of public, university-wide critiques where participants bring work not conventionally seen in a creatively-oriented setting

***Paces* | Producer + Creative Director** Nov 'xx - May 'xx
Funded by SURG, *Paces* is an interactive video game and film installation, created by a multi-disciplinary team of nine women in computer programming, analytics, product engineering, animation, etc. Inspired by distance running, *Paces* is a design solution that internalizes the nature of play against society's fixation on results and winning through loops of constant user feedback.

***The Cultural Appropriation Project* | Launch Phase Curator** Nov 'xx - Aug 'xx
An artistic approach to create a collective understanding of the difference between appropriation and appreciation through extensive interviews, historical research, web development, and art curation.

NCAA DIVISION III ATHLETICS

Women's Varsity Cross Country + Track | 1500m, 3k, 5k | 7x UAA All-Academic 'xx - Present
• dedicate 25+ hours a week, on top of academics, both on and off season, to participate in team practices, travel, meets, and more
• awarded Student-Athlete Academic Achievement as College of Fine Art representative within all juniors and seniors in athletics

The Plaidvocates | Event Coordinator + Diversity & Inclusion Committee Head 'xx - Present
• plan, organize, and execute events that promote the goals of the SMART program, as well as Diversity & Inclusion initiatives

VOLUNTEER WORK

IMPAQT (Initiating Meaningful Pittsburgh and Qatar Ties) Doha, Qatar + Pittsburgh, PA Nov 'xx - Present
Chosen by the Division of Student Affairs in the Office of the Dean to be one of ten members on Pittsburgh's 20xx team.
• ensure sustained communication mechanisms between and raise awareness of sister campus in Qatar within home campus
• develop strategies and initiatives to leverage relationship between campuses toward enhancing student life and experience

The Mattress Factory | Install and ARTLab Volunteer Pittsburgh, PA Aug 'xx - Present
• help artists install temporary exhibitions in Mattress Factory galleries through painting, fabrication, and object placement
• facilitate activities to children (ages 5-12) in ARTLab, art-making workshops hosted by visiting artists

Gal Lery
she/her/hers

CONTACT DETAILS:

412-432-1098
gallery@andrew.cmu.edu
gallery.com

PERSONAL PROFILE:

Artist and community organizer seeking full-time opportunities in arts management, fundraising, and logistical needs in museums an galleries.

EDUCATION:

Carnegie Mellon University
Bachelor of Fine Arts   May 20xx

SKILLS:

- Adobe Photoshop and Premiere
- Painting
  - Acrylic, Oil, Watercolor
- Printmaking
  - Screenprinting, Litography
- Laser Cutting
  - Rabbit and Epilog
- Fluent in Spanish
- Zoom Webinar

AWARDS:

Frank Brunckhorst Presidential Scholarship
Awarded to students with promising potential and exceptional academic success
20xx-20xx

PROFESSIONAL EXPERIENCE

Co-Director- The Frame Gallery
The Frame Gallery is an entirely student run gallery within Carnegie Mellon University.
May 20xx- Present

- Coordinated $40,000 renovation project of space.
- Developed plan of action in accordance with state and university mandates to allow for physical exhibitions during the pandemic.
- Maintained gallery space.
- Assisted exhibitors with their install and de- install in space.

Student Ambassador- Carnegie Mellon School of Art
July 20xx- Present

- Moderated virtual artist talks for Summer School (of Art) and Student/Futures.
- Assisted in virtual programming aimed at incoming first- year students.

President, Event Coordinator- Tartan Art
20xx-Present

- Created mentorship program within School of Art that provides opportunity to 60+ students.
- Created Art Funding for Student Projects amounting to $10,000
- Organized art-centered events to focus on community building within CMU, including
- talks by artists and art workshops.
- Oversaw creation of content created for social media pages.

Andrew Ambassador/ Tartan Ambassador   *Carnegie Mellon University*
June 20xx- August 20xx

- Lead in- person tours to groups ranging from 2- 50 individuals.
- Conducted and hosted virtual hour-long campus tours and student panels through Zoom.
- Monitor email interaction from variety of audiences inquiring about student life as current CMU student.
- Assisted Office of Admissions with general office administration.
- Provided virtual support work for Marketing & Communications projects.

Welding Monitor/ Laser Cutter Monitor
August 20xx - December 20xx

- Assisted students with welding and Laser Cutter Facilities.

CO- CURRICULARS

Fellow- Students Demand Action Summer Activist Institute
June 20xx- August 20xx

- Part of an 8-week fellowship, focusing on gun safety and legislation. Fellows learn about lobbying, advocacy, voter registration, and increasing voter turn-out amongst the demographic of students from 18 - 24.

Licensing Chair- Delta Delta Delta
20xx-20xx

- Designed chapter apparel, coordinate chapter relations with vendors, and oversaw use of Tri Delta trademarks, insignia, and emblems for the Alpha Tau Chapter.

President - Filipino Student Association
20xx-20xx

- Led organization of approximately 40 Filipino students in advocacy and social engagments

CHLOE CAO

Web & Visual Design

www.chloecao.com | chloec@gmail.com | 412.500.1900

EDUCATION

CARNEGIE MELLON UNIVERSITY

Pittsburgh, PA   *May 20xx*

Bachelor of Design

Concentration in Communication Design

Add'l Major: Human-Computer Interaction

Honors: Dean's List (S2x, F2x, S2x, F2x)

SKILLS

Software

Photoshop

SolidWorks

Adobe Creative Cloud

Blender

Rhino

Arduino

Technical

Storyboarding

User Research

Typography

Composition

Color Theory

Design Theory

Language - Computer

C/C++

Java/Javascript

Python

HTML/CSS

Language - Spoken

English (Fluent)

Vietnamese (Native)

Mandarin (Working Proficiency)

PROFESSIONAL EXPERIENCE

UPDATER   New York, NY

Design Intern   *May – Aug 'xx*

Worked alongside Brand Designer within Marketing team to redesign and redevelop web pages. Created fully customizable promotional landing pages used to acquire new clients. Supplied Marketing and Product teams with motion graphics for promotional video and in-app use respectively.

CARNEGIE MELLON UNIVERSITY   Pittsburgh, PA

Pre-College Residential Advisor   *June – Aug 'xx*

Mentored and supervised high school juniors and seniors to maintain community cohesiveness and safety. Designed promotional materials for clubs and activities as part of Public Relations committee.

SELF-EMPLOYED   Houston, TX

Freelance Illustrator   *2015-Present*

Managed over 50 commissions ranging from fiction bookcover illustrations, business card designs, character portraits, and logos.

NOTABLE PROJECTS

CMU CARNIVAL

Booth Construction Designer   *Jan – Apr 'xx*

Managed team of five to design jungle-themed carnival booth in annual tradition/competition at Carnegie Mellon. Awarded third place out of 27 teams.

AI Future Time Machine

Futuring & Environments Design   *Feb – May 'xx*

Collaborated with three other designers to create immersive walk-through experience of dilapidated spaceship.

Goji: Helping Labs Win New Customers

HCI, UI/UX, Graphics & Branding Design Feb – May 'xx

Led development of Goji's visual design and schedule plan. Designed marketing materials, video storyboards, presentations, app prototypes, and visualizations.

A/T

Arwen Tyler (they/them)

arwentyler.com // arwentyler@gmail.com // +1.412.500.1900 // London, UK

Profile

Experienced designer and artist with past full-time positions in Graphic Design pursuing MDes to transition into Communications Design.

Seeking internship opportunities for summer of 20xx.

Education

Carnegie Mellon University   20xx-
Pittsburgh, PA   20xx
Masters of Design for Interactions

Middlesex University   20xx-
London, UK   20xx
Bachelor of Arts – Fine Arts

Competencies

//2D, Motion Design//
Adobe Illustrator, Photoshop, Lightroom, InDesign, After Effects, Premiere

//Prototyping//
Adobe XD, Sketch, Zeplin, Framer, Protopie

//3D Modeling//
AutoCAD, Rhino, Key-Shot, Cinema 4D, Sketch-Up, 3D printing, Laser-cutting

//Programming//
HTML & CSS, Arduino, MATLAB, Python, Processing

//Language//
English (Native), Welsh (Native), French (Fluent), Urdu (limited working proficiency)

Arwen Tyler is a dual-citizen of the US and the EU and will not require sponsorship for any job opportunities in the future.

EXPERIENCE

CMU // *3D Illustration Lab Teaching Assistant* // Sep 20xx-Present
Provide 1:1 mentorship to undergraduate Design students in operating and maintaining heavy woodshop machinery.

Luci Creative // *Contracted Designer* // Jan 20xx-Present
Functioned as contracted graphic and 3D exhibit designer. Projects included visual elements for 3D museum/exhibit spaces, kiosk UI wireframes, client-facing style guides, and production-ready signage for in-house fabricators.

AMZ Innovyz Business Accelerator // *Fellow* // Jun – Dec 20xx
Acted as communications lead for feminist e-commerce platform that was selected to participate in 4-month experiential business mentorship program for digital start-ups.

King // *Graphic Design Intern* // May – Aug 20xx
Designed in-motion graphics for various app-based video games. Created Halloween-themed name graphic and accessories for Candy Crush.

SELECTED PROJECTS

Safe Space // *Carnegie Mellon University* // *Fall 20xx*
A Conversational User Interface to provide inclusive and meaningful access to therapy, otherwise of reach due to cost, availability, fear or stigma, via AI-led counseling sessions.

Worlds Between // *Carnegie Mellon University* // *Fall 20xx*
A VR-based museum experience application for the Carnegie Museum of National History that illustrates the story of symbiotes in ecosystem.

Is This Home? // *Middlesex University* // *20xx-xx*
Researched, illustrated, and authored children's book that highlights stories of Tibetan refugees.

SELECTED EXHIBITIONS

Twilight of the Idols // Alice Black // London West End // 20xx
Barefoot // Large Glass // London // 20xx
Take One Picture 2018 // The National Gallery – UK // 20xx
Monochrome: Painting in Black and White // The National Gallery – UK // 20xx

Building Your BXA Resume

As a BXA student, you have probably questioned how much of a 'typical' resume template you should follow in order to best communicate the work that you have done in your interdisciplinary degree. Before you begin building your ultimate interdisciplinary resume, let's walk through some of the important aspects that you'll need to consider in your self-marketing.

Physical Inclusions:

☐ Along with your general contact information containing your name, phone number, professional email address, and link to an online portfolio, you need to make space for a short 2-4 sentence summary that details 1.) your year in school and what you're studying 2.) a shortlist of skills that you have that you want to expand and 3.) what types of roles you're looking for.

☐ Your degree should be written out completely in your Education section.
   o Bachelor of Humanities and Arts (BHA) in _____ and _____
   o Bachelor of Science and Arts (BSA) in _____ and _____
   o Bachelor of Computer Science and Arts (BCSA) in _____ and _____
   o Bachelor of Engineering and Arts (BEA) in _____ and _____

☐ Include Relevant Coursework under Education and include classes that are relevant to the industry of the role(s) that you're applying for.

☐ You will likely have two different GPAs because of the two schools that you're a part of. Include your cumulative GPA OR the higher GPA of the two schools. (Indicate your choice by clearly identifying that GPA as such.)
   o Cumulative GPA: 3.6/4.0
   o School of Computer Science GPA: 3.8/4.0

☐ Always include the name of your capstone/thesis if you are a senior or alumnus.

☐ Your skills section can be as interdisciplinary as you like, but keep the skills relevant to the types of jobs you're applying for.
   o You don't need to talk about your skills in making sourdough bread if you're applying to UX positions.

☐ Do not include references or "Reference available upon request" **UNLESS** you are applying to roles where this is the contrary (Drama and Music).

Consider the following:

☐ Recruiters might be confused about your degree and what academic steps you took to get it. Remember that the BXA program is not a double-major or additional major situation. By describing your degree more than naming it, that can be more easily clarified. You might also want to consider diving more into detail about the degree program in your cover letter.

☐ Focus on the transferable skills that your experiences span. Just as you need to translate skills between positions, you will likely also need to translate skills across industries depending on your career path.

☐ And finally, you are going to need ultimately have multiple versions of your resume. Depending on what kinds of positions you're looking for, your resume might be more/less artistic, include more/fewer projects versus professional experiences, and include more/fewer experiences outside of your professional ones (i.e. exhibitions, performances, honors, etc.).

☐ Ask to see the resumes of older BXA students. Many of them have gotten their self-marketing skills down to a science!

Bee Exay

bee-exay.me
LinkedIn: /bee-exay
bee.exay@gmail.com
(413) 837-1075

bio

Senior at Carnegie Mellon University studying the interdisciplinary intersections of user experience and individual/global growth and perception. Seeking opportunities in UX design, consulting, and other positions where I can combine art and technology to change the world.

education

Carnegie Mellon University　　*May 20xx*
Bach. of Arts in Computer Science & Design (BCSA)　　Cumulative GPA: 3.57/4.0

relevant coursework

Imperative Computer Science
Functional Programming
Communication Design
Futures Thinking
Design Research
Web Design

skills

Wireframing
Prototyping
Storyboarding
User Research
Illustration
Animation

tools

Adobe CC
Arduino
AfterEffects
Figma
Invision
Solidworks
Unity
Printmaking:
　Relief Printing
　Lithography
　Intaglio
　Serigraphy
　Risography

language

Javascript
p5.js
Python
HTML/CSS
C/C++
SQL
American Sign Language (fluent)

professional experience

UX/UI Design Intern　　May – August 20xx
Commonwealth Care Alliance　　**Remote**
Redesigned provider-directed forum used by healthcare company's 32,000 members. Considered search process through empathetic design for complex members' needs. Collaborate with developers and business team to fully implement provider director within company's present platforms.

Publicity Intern　　Dec 2019-May 20xx
CMU BXA Program　　**Pittsburgh, PA**
Planned and curated *Kaleidoscope*, BXA's largest annual art exhibition. Led publicity initiatives by creating graphics and posters for exhibition and prior communications regarding show. Collaborated with and supervised team of five peers to design *Kaleidoscope* AR app. Quickly transitioned exhibition to online platform in wake of COVID-19 mass shutdown of campus.

Creative Intern　　May-Aug 20xx
Noodles & Company　　**Broomfield, CO**
Assisted marketing department on various creative projects and social media management. Collaborated closely with art director on individual projects, including social media posts, apparel, and anniversary buttons. Participated in photo shoots for print and social media campaigns, both in front of camera and behind the scenes.

other experience

Research Assistant　　*Sep 20xx-Present*
Infant Language and Learning Lab　　**Pittsburgh, PA**
Administered gamified tests and exercise-based interaction games that study inhibitory control, executive functions, and cognitive abilities in pre-kindergarten children at CMU's children's school. Collected fNIRS data to track cognitive development.

Set and Communication Designer　　*May 20xx-Present*
Lunar Gala　　**Pittsburgh, PA**
Designed and coordinated animated backdrops in time with high-paced music to support largest fashion show in Pittsburgh. Collaborated with four designers to create original content for catalogs, posters, and sponsorship content.

notable projects

Power to the Plants (Experience Design) – Fall 20xx– Field Research, Concept Ideation
How can museums enable visitors to discover potential connections between themselves and their environment, and hopefully impact human behavior change?
People of Pittsburgh (Data Visualization) – Fall 20xx – Data Analysis & Synthesis
In gentrified neighborhoods of Pittsburgh, how does the education and income levels of residents relate to the eco-friendliness of mode of transport they use for work commute?
tête-à-tête (System & Service Design) – Fall 20xx – Systems Thinking, Visual Design
How might we bring diverse perspectives, low bias and empathy into international news to make a better informed citizen?

Jade (Jin-Ae) Choi
UX Designer

(412) 948-1900
jadechoidesign@gmail.com
jadechoi.com

profile

UX Designer hoping to incorporate aspects of spontaneity and compassion for humanity into my work. Seeking full-time opportunities in UX that challenge me as a designer, artist, and young professional.

education

Carnegie Mellon University   Pittsburgh, PA
Bachelor of Design (BDes)   *May 20xx*
Add'l Major: Human-Computer Interaction (HCI)

University of Art and Design   Helsinki, Finland
Study Abroad   *Spring 20xx*

skills

design
Brand & Identity Design
Data Visualization
3D Modelling
Rapid Prototyping
Character Design

technical
Competitive Analysis
Usability Testing
Journey Mapping
Affinity Diagrams
Persona Building
Ethical User Research, Interviews, & Surveys
Storyboarding
Wireframing

tools
Adobe CC
Sketch + Invision
Figma
SolidWorks
Unity
Flinto
Houdini
Blender
Maya

coding
Python, C, C#
HTML/CSS/JS, p5.js

language
Korean (native)
Mandarin (fluent)
French (Business Proficient)

professional experience

Zynga   San Francisco, CA
UX/UI Intern   *May-August 20xx*
Prototyped in-app mini-game with new visuals and gameplay to increase number of downloads and users. Created announcement system and reworked user flows for *Words With Friends 2*. Facilitated creation and distribution of short survey to request feedback from users.

Aurora Solar   Palo Alto, CA (Remote)
UI Engineer Intern   *May-August 20xx*
Increased mobile traffic by 40% with new design and implementation of help center website. Boosted mobile conversion rate by 35% with new mobile UX for main company page.

notable projects

Learn Lab – HCII, CMU   *Jan-May 20xx*
Redesigned user interface of math tutor software (Lynnette) to improve experience for student users. Collaborated with front-end developers to ship beta release.

Unconventional Embodiments of Alexa   *Jan-May 20xx*
Assisted HCI researchers in extending Alexa's skills and developing AI to model human conversations about emotion.

CaPS Website Redesign   *August-December 20xx*
Designed two-phase plan to increase awareness and accessibility of CMU Counseling and Psychological Services (CaPS). Created graphics and transition forms to showcase on website to increase usability.

activities

Lunar Gala Fashion Show   *Fall 20xx-Present*
Web Designer

Gaming Society   *Fall 20xx-Present*
Projects: 2D platformer created with Maya and Unity. 3D first-person shooter created with Houdini and Unity.

Greek Sing   *Fall 20xx-Present*
Artistic Committee

SYD E. LEITZ

LIGHTING DESIGN

SYDELEITZ@ANDREW.CMU.EDU
WWW.SYDELEITZ.COM
412.555.1212
@SYDELEITZ

LIGHTING DESIGN

PROJECT	COMPANY	DIRECTOR	YEAR
Tough Nut Cabaret	Rauh Studio Theatre	Robyn Archer	20xx
Past Present, Future Tense	Carnegie Mellon University	Allegra Libonati	20xx
Tightrope	CMU New Works Festival	Max Montell	20xx
Heart of a Dog	Carnegie Mellon University	Jenny Howard	20xx
110 In the Shade	CMU Junior Showcase	Gary Kline	20xx
Master Class	Kalamazoo Civic Theatre	Kristin Tyrrell	20xx
Romeo and Juliet	Civic Youth Theatre	Zac Thompson	20xx
The Nerd	Kalamazoo Civic Theatre	Art Nemitz	20xx
Charlotte's Web	Civic Youth Theatre	Zac Thompson	20xx
The Mouse that Roared	Civic Youth Theatre	Zac Thompson	20xx

PRODUCTION CREDITS

POSITION	PROJECT	COMPANY	DIRECTOR	YEAR
Lighting Assistant	*Meet Me Inside*	Rauh Studio Theatre	Steven Anson	20xx
Master Electrician	*Suessical*	Carnegie Mellon University	Miranda Su	20xx
Asst. Lighting Designer	*Metamorphosis*	Carnegie Mellon University	Daryl Masterson	20xx
ML Programmer	*Cabaret*	Carnegie Mellon University	Jeremy Miller	20xx

CONSOLES AND PROGRAMS

ETC EOS Family Consoles • GrandMA2 • Hog4 Consoles • Vectorworks 2020 • PRG MBox 3.9 • AutoCad
Light Converse 8 • LightWright 6 • Adobe InDesign • Adobe Illustrator

EDUCATION

Carnegie Mellon University, Pittsburgh, PA, BFA Lighting Design	May 20xx
Pittsburgh Filmmakers, Video Production Studies	20xx-Present
Kalamazoo Civic Theatre, Lighting/Sound/Special Effects Design Internship	20xx-20xx

REFERENCES

Robyn Archer	Cindy Limauro	Zac Thompson
Director, Rauh Studio Theatre	Professor, Lighting Design	Director, Civic Youth Theatre
Coldwater, MI	Carnegie Mellon University	Layfayette, IN
697-555-6543	limauro@andrew.cmu.edu	zacthompson@cytheatre.org
rarcher@gmail.com	412-225-1000	765-448-9876

Craig A. Schultz

caschultz@gmail.com • 765-872-1189 • www.caschultz.com

EDUCATION

Carnegie Mellon University, Pittsburgh, PA   May 20xx
Bachelor of Science, Music and Technology   Pittsburgh, PA
Dean's List, Overall GPA 3.9

Relevant Coursework: Digital Audio Workstations, Music Production, Composition, Mixing and Mastering

Philadelphia High School for the Creative and Performing Arts   May 20xx
Graduated with highest honors, Top Scholar Award   Philadelphia, PA

EXPERIENCE

Sound Engineer, Modern Musicking Show   Sept 20xx - Present
Carnegie Mellon University School of Music   Pittsburgh, PA
  - Record interviews, features, and music performances for monthly show
  - Ensure optimized sound quality for broadcasting on university website and YouTube
  - Set up sound equipment on-site including microphones and recording devices
  - Utilize specialized software to mix and edit sound tracks

Studio Engineer Summer Intern   Summer 20xx
Imagine Music Group   Englewood, NJ
  - Conferred with producers and artists to determine their precise sound requirements
  - Recommended appropriate software, hardware and tools to use for audio recording
  - Operated recording and amplification equipment in a modern studio environment
  - Set up recording equipment in the studio according to specifications

Freelance Composer   20xx - Present
Project highlights:
  - Wrote soundtrack used in independent student film *Ask Me If I Care* currently in production
  - Arranged Milnack's Symphonic Poem for string quartet performance at CMU Convocation
  - Awarded $1,000 Rotary Emerging Talent scholarship for 1st place in school arts competition

TECHNOLOGY

  - Ableton Live
  - Sibelius
  - Avid Pro Tools
  - Audacity
  - Adobe Creative Suite (Photoshop, Illustrator, After Effects, Indesign, GoLive, Acrobat)
  - Final Cut Pro
  - Microsoft Office

SKILLS

  - 12 years private piano lessons, classical and jazz; Guild International Adjudication Superior rating
  - Proficient in computer programming (HTML, JavaScript, Python, Java, Linux)

CARMELINA MODRANI

Soprano
cmodrani@gmail.com
412.678.1234

EXPERIENCE

Roles Performed

Signora Nacarelli	*The Light in the Piazza*	Carnegie Mellon University Opera Theater	20xx
Giulio Cesare	*Giulio Cesare (Sartorio)*	Carnegie Mellon University Opera Theater	20xx
Tanya	*Mamma Mia*	Opéra Louisiane	20xx
Ensemble/Handmaiden	*Turandot*	Carnegie Mellon University Opera Theater	20xx
Ensemble/Flower Girl	*Le Nozze di Figaro*	New Orleans Opera	20xx
1st Lay Sister	*Suor Angelica*	Shreveport Opera	20xx
Ensemble	*Cavelleria Rusticana*	Carnegie Mellon University Opera Theater	20xx
Taumännchen	*Hänsel und Gretel*	Berlin Opera Academy	20xx
Ensemble	*Carmen*	Opera in the Ozarks	20xx
Sarah Good	*The Crucible*	Opera in the Ozarks	20xx
Ensemble	*Dialogues des Carmélites*	New Orleans Opera	20xx
Coro Marittimo	*Il Ritorno di Ulisse*	Tulane University Opera	20xx
Kate Stanley	*The Pirates of Penzance*	Tulane University Opera	20xx

Opera Scenes

Pamina	*Die Zauberflöte*	Shreveport Opera	20xx
Cunegonde	*Candide*	Opera Scenes at St. John's Cathedral	20xx
Miss Wordsworth	*Albert Herring*	Tulane University Opera	20xx
Giulietta	*Les Contes D'Hoffmann*	Opera Scenes at St. John's Cathedral	20xx
Musetta	*La Bohème*	Opera Scenes at St. John's Cathedral	20xx
Friend #1	*The Ballad of Baby Doe*	Tulane University Opera	20xx

INSTRUCTORS

Voice Teachers	Vocal Coaches	Stage Directors	Conductors
Kathleen Morton	Melanie Johnson	Henry Cinquest	Connor McHenry
Lorraine Simons	Judy Bittman	Benjamin Hendrick	Brian Days
Penny Armstrong	Matthew Carson	Richard Freeman	Chris Larkin
Sara Brayson		Cindy Lakovitch	Nathan Osborne

EDUCATION

Carnegie Mellon University, Pittsburgh PA	Master of Music, Vocal Performance	May 20xx
Tulane University, New Orleans, LA	Bachelor of Music, Vocal Performance	May 20xx

SUMMER PROGRAMS

Berlin Opera Academy, Berlin, Germany	Summer 20xx
Opera in the Ozarks, Eureka Springs, AR	Summer 20xx