

Jessica Trevino
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OBJECTIVES

I am seeking an internship in an architecture firm where I can share and hone my design skills in a team-oriented environment. I am focused on expanding my real world experience in the architecture field.

SOFTWARE KNOWLEDGE AutoCAD, Revit, Rhino 6, Illustrator, Photoshop, InDesign, Microsoft Suite

SKILLS and ABILITIES

Experience with graphic design layouts and presentations
Experience building scaled architectural models
Organized and detail oriented
Conduct thorough research and summarize pertinent information

WORK EXPERIENCE

Patxi's Pizza, San Francisco, CA

Server, May 2015 – December 2018; August 2019 - Present

Provide quick and friendly service; relay correct orders to the chefs; work with management to resolve any customer concerns

Capcom, Inc., San Francisco, CA

Administration and Operations Assistant, December 2018 – October 2019

Arrange conference meetings for C-level staff and department directors; coordinate and secure domestic and international travel and lodging for company employees and guests; track and purchase office supplies; record company inventory and process outstanding vendor invoices

La Boulange du Sunset, San Francisco, CA

Shift Lead, January 2014 – September 2015

Ensure baristas are performing job duties; motivate the team to perform with excellence and speed; resolve customer concerns in a timely manner; track/send baristas on breaks in accordance with laws/policies

Copeland Oaks, Sebring, OH

Landscape Staff, June 2009 – August 2009

Create customized landscapes per client requests, provide proper care for plants/trees on the campus, care for plants that are waiting for their permanent placement

EDUCATION

City College of San Francisco

Associate of Science in Architecture, May 2017

Graduated with Honors

Academy of Art University

Pursuing Bachelor of Architecture (5-year program), graduation May 2022