

Tawana Ki

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OBJECTIVE: College graduate with an associate's degree in Building Technology seeks employment opportunities as an Architectural Assistant.

LANGUAGES: Portuguese and Spanish

COMPUTER: Microsoft Office, PC and Mac

EDUCATION:

Benjamin Franklin Institute of Technology, Boston, MA

Associate's Degree: Architectural Technology

May 2014

Significant Coursework Includes:

- ◆ CAD I & II
- ◆ Building Construction
- ◆ Architectural Design Studio
- ◆ Construction Documents
- ◆ Revit
- ◆ Static's and Strengths of Materials
- ◆ Environmental Systems

Medford High School, Medford, MA

High School Diploma

2012

EMPLOYMENT:

Hudson Design Group LLC., Medford Physical Therapy, Medford, MA

2014-Present

Intern Drafter

- Operate computer-aided drafting (CAD) equipment to produce designs, working drawings, charts, forms and records.
- Analyze building codes, by-laws, space and site requirements, and other technical documents and reports to determine their effect on architectural designs.
- Coordinate structural, electrical and mechanical designs and determine a method of presentation to graphically represent building plans.

Medford Physical Therapy, Medford, MA

2010-2014

Marketing Associate

- Developed a patient referral network from hospitals, clinics and auto body shops.
- Advertised services to individuals that are in need of physical therapy.
- Assisted physical therapist in teaching patients proper exercise techniques.