# Monika Flynn

721 Melon Terrace Apt. E ◆ Philadelphia, PA 19123 ◆ (302) 598-9202 ◆ m flynn73@yahoo.com

### Objective

Architectural Designer seeking full time position in an established and recognized architectural/engineering firm. I am enrolled in the Architecture Program at Drexel University and I'm looking for leadership and a mentor to guide me on my path of becoming an Architect as well as LEED certified.

#### **Profile**

Motivated, detail oriented professional with 16+-year experience in architectural drafting and design. Accustomed to delivering accurate drawings and keeping deadlines.

#### **Skills Summary**

- Revit Architecture 2011
- ◆ Adobe Photoshop
- ◆ Languages: English and German
- ◆ Autocad Architecture 2010
- ◆ Microsoft Office 2008
- ◆ Sketchup

## **Professional Experience**

- 3D Modeling: Elevator specific family creation (platforms, counterweights, buffers, etc)
- Production: Development of schematic designs, design development and construction documents. Coordination of consultants documents with architectural documents.
- Construction Administration: Acted as contact point between client, architect, general contractor and consultants.
- Shipping/Receiving: Coordinated distribution of time sensitive shop drawings between contractor, consultants and architect. Supplied consultants with data files, either electronically or on CD/DVD.
- Filing/Logging/Copying: Management of time sensitive RFI's and ASI's during construction process. Copying and distribution of drawings as per request.
- Experienced in a wide variety of commercial facilities like educational, financial, senior living, hospitality, health care, correctional and recreational, as well as elevator design.

# **Employment History**

<u>Vertical Transportation Excellence</u> - Philadelphia, PA

Vertical Transportation Specialist, 2009 to 2011

Bernardon, Haber, Holloway - Wilmington, DE

Architectural Designer, 2007 to 2008

Tetra Tech, Inc. - Christiana, DE

Architectural Designer, 2003 to 2007

<u>Iag Deshpande Architects</u> - Wilmington, DE

Architectural Designer, 1999 to 2003

#### Education

<u>Drexel University</u> – Philadelphia, PA

Bachelor in Architecture - 2018

North Dakota State College of Science - Wahpeton, ND

Associate Degree in Architectural Drafting and Estimating Technology - 2011

Staatliche Berufsschule - Schweinfurt, Bavaria, Germany

Successful completion of apprenticeship program as a Draftsperson under supervision of the Chamber of Commerce and Industry, Schweinfurt, Germany - 1994