

# Darby Brenner

## ARCHITECTURE STUDENT

### PROFESSIONAL PROFILE

- **Office assistant** with 5+ years of experience working with staff and clients on various projects such as building resumes, and work readiness skills.
- **Organization:** of files and various storage spaces
- **Detail-Oriented:** able to catch small mistakes that others may look over

### CORE STRENGTHS

- Exceptional communication and networking skills
- Able to work independently and in a team environment
- Ability to multi-task and work under pressure
- Knowledge of Revit, Sketchup, Photoshop, Illustrator, and Indesign
- Ability to use Word and Excel, as well as Google Drive programs
- Open-minded and ability to learn quickly.

### HOBBIES AND SKILLS

- Reading
- Hiking and Kayaking
- Gardening and cooking
- Traveling
- Organizing
- Time management
- Effective communication

### CONTACT INFORMATION:

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## CAREER HISTORY

### OFFICE ASSISTANT

#### JOG Jobs for Ohio's Graduates | 2016-present

- Making copies
- Answering the phone
- Manged and Organized files
- Creating content for Virtual Academy
- Completed various design projects for Main office

### ARCHITECTURAL INTERN

#### AVG Architectural Vision Group | 2019-2020

- Organized Materials Library
- Designed Wall graphics for current projects
- Answered phones
- Attend meetings
- Participated in Sandfest

### SALES ASSOCIATE

#### GAP INC. | May 2017- August 2017

- Responsible for daily cleaning
- Rotating front display windows
- Folding and hanging clothes while also welcoming customers

### SALES ASSOCIATE

#### Aeropostale | August 2015- May 2017

- Assisting customers with purchases
- Completed floor sets as well as assisted with shipments
- Trained new employees

## ACADEMIC HISTORY

### MIAMI UNIVERSITY

#### Major in Architecture, Minor in Sustainability

- Member of Alpha Rho Chi
- 2019-2020 Events Chairman of AIAS
- 2020-2021 President of AIAS
- Projected Graduation, May 2022, GPA: 3.71

### BLACK RIVER HIGH SCHOOL

#### Graduated Seventh, Class of 2018

- Vice President of the Class of 2018
- Member of several organizations, including National Honors Society, Student Leaders, FCCLA, HUDDLE, SADD
- 4 year academic winner
- 4 year varsity letterman in Cross County and Track