

RESUME SUMMARY STATEMENT

Summary Statement
(Resume Profile | Resume Summary | Resume Objective)

Your summary statement is basically an elevator pitch of your resume. In 2-4 sentences, you cover the highlights of your career, which includes:

- Your years of experience (or that you are a recent graduate).
- 1-2 top achievements.
- Relevant skills.
- Career goals.

EXAMPLE (1):

"Enthusiastic architecture student, excelled in CAD design coursework. Won second place in the Better Philadelphia Architecture Competition for inexpensive design. Created 3D models for a hotel made of shipping containers."

EXAMPLE (2):

"Hard-working architecture graduate with a passion for urban design. Graduated top of the class on my Master's Degree and came second during a national-level urban design competition. Looking to combine my passion and creativity with hands-on experience and practice."

EXAMPLE (3):

"Engineering Graduate with leadership training and experience with academic training at the University of Montana. Proven skills in project management, organization, and research with a background in office administration and organization. Able to provide employers with administrative support and professional communication skills."

Sources

<https://novoresume.com/career-blog/architect-resume-example>
<https://theinterviewguys.com/resume-summary-examples/>

Source: <https://hireacane.miami.edu/assets/pdf/resources/guides/resume-cover-letter-guide.pdf>

RILEY BURTON

Architect

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CAREER OBJECTIVE

Highly-skilled, experienced and licensed architect looking for a collaborative opportunity where I can showcase and further hone my creative design skills. A dedicated individual with excellent written, verbal and interpersonal skills.

EDUCATION

Master of Architecture
University of California, SF
📅 2007 - 2009
📍 San Francisco, CA

Bachelor of Architecture
University of California, SF
📅 2002 - 2006
📍 San Francisco, CA

SKILLS

Adobe Suite
Document review
Sketchup Pro
AutoCAD
Collaboration
Retail Buildings

WORK EXPERIENCE

Architect

EDG

- 📅 2016 - current 📍 San Francisco, CA
- Prepared 150 blueprints for corporate clients, transforming their ideas into visual reality
 - Supervised and directed team of 30+ architects in creating in-depth specification documents
 - Evaluated costs of over 50 projects, creating reports on benefits and other factors
 - Inspected more than 60 construction sites to analyze environmental impact and suitability for construction, ensuring adherence to state and federal laws
 - Participated in contract negotiation with 250 clients, increasing company's profits by 50%

Architect

Verdame Cake Architecture

- 📅 2011 - 2016 📍 San Francisco, CA
- Retained 100% of clients, contribution to company's meteoric growth through economic downturn
 - Spearheaded construction and documentation of 300-room Western Sands Hotel in the Bay Area
 - Developed design concepts for a proposed 200,000 sq ft Mall of Bay in San Francisco, boosting economy in the region by 20%
 - Received 25 client recommendations for excellent design, increasing company's ratings from 4.2 stars to 4.9 on Better Business Bureau
 - Attended 15 Federal and State architecture training programs, increasing client's confidence in the company staff

Junior Architect

Robert Young Architects

- 📅 2009 - 2011 📍 San Francisco, CA
- Worked directly with Operations Manager on 25 projects, earning excellent feedback from clients and superiors
 - Assisted with development of 40 client architectural designs, utilizing AutoCAD and BIM models
 - Engaged in construction site visits and wrote reports for senior architects and Project Manager 5 times a week
 - Researched and created report on problems with Cook's Bridge in Bay Area, accepted by 10 out of 12 City Council board members
 - Contributed to the design of a futuristic concept for San Francisco City as part of its goal to reduce carbon emission by 50% in 2050

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