

Sarah K. Lee  
4343 N. Clarendon Ave. Apt. 713,  
Chicago, IL 60613  
224.374.9997  
Sarahklee\_79@hotmail.com

---

- Summary**
- Expert in all versions of Autocad and Adobe photoshop.
  - Strong knowledge in construction estimating and scheduling.
  - Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
  - Interests include traveling, cooking and linguistics.
- 

- Education**
- Certificate Program Construction Management** 2009  
*Illinois Institute of Technology, Chicago, IL*
- B.A. Degree in Architecture** 2002  
*University of Illinois at Chicago, Chicago, IL*
- 

**Career History**

- Architect and construction estimator, Design 21** 2009
- Responsible for design and creating construction documents for residential and commercial projects.
  - Responsible for zoning, code compliance, and preparing all documents for permitting.
  - Created proposals and contract for architecture and construction management projects.
  - Created detailed scope of work, construction schedule and cost estimate for architecture and construction management projects.
  - Established direct contact with clients, contractors, and vendors in all aspects of projects, including site inspections and field measurements.
- Consultant, Ted Moudis and associates** 2007
- Produced construction documents for new office locations for UBS.
  - Created material and presentation boards.
  - Assisted in developing interior elevations with color schemes and furniture.
  - Ordered samples from many different representatives, establishing relationships with each representative.

**Junior Architect, ZPDA LLC.**

2006

- Produced construction documents for City of Cicero new municipality.
- Assisted in product research and developing wall curtain wall system.
- Produced design development drawing for Blue Cross Blue Shield Headquarters, including space planning and stacking diagrams with future use capabilities.
- Assisted in creating construction documents for Sauk Village Town Hall, including elevations, wall sections and details.

**Junior Architect, CAPA**

2005

- Produced construction documents for high end residential renovations.
- Assisted in designing detailed wall paneling, crown molding, custom kitchen, bathrooms and fireplace.
- Ordered and cataloged many samples for different design schemes.
- Accompanied Architect to construction site and client meetings.

**Intern Architect, Barker Nestor, Inc.**

2002

- Responsible for weekly field surveys to Northwestern University for new fire alarm system project.
  - Created floor plans from filed surveys and construction documents for Northwestern Fire alarm system according to code.
  - Assisted in restaurant design for Nick and Tony's and Bar Louie.
-