# **SUZANNE CARROLL**

3627 Lancaster Avenue, Philadelphia, PA 19104 • (425) 761-8048 • sc892@drexel.edu

### **SUMMARY**

- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Extremely organized, excellent people skills, highly motivated with great work ethic, and can multitask efficiently.

### **EDUCATION**

**Drexel University** 

Philadelphia, PA

Bachelor of Architecture, 2+4 Option

September 2010 to Exp. June 2016

**Mount Si High School** 

Snoqualmie, WA

Graduated with high honors, Student Government, Cheerleading (Captain)

September 2006 to June 2010

#### **RELEVANT COURSEWORK**

Design Studio, Architectural Drawing, Intro to CADD, Architectural Construction, Historic Preservation, Materials and Structures, Architecture and Society, Art History

#### **COMPUTER SKILLS**

Mac and PC Platforms, Microsoft Office Suite, AutoCAD, Revit, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Rhinoceros, Grasshopper, Google Sketch-Up

## **WORK HISTORY**

# **Graphic Designer and Business Administrator**

Sammamish, WA June 2012 to Present

Regenerative Lifestyles

- Designed labels and banners for products and website
- Dealt with receiving orders and shipping products
- Responded to emails and sent monthly newsletters

Receptionist Bellevue, WA

Hughes Robbins Law Firm

July 2012 to September 2012

- Answered telephones under pressure
- · Organized and sent mail
- Dealt with confidential information responsibly

## **Plotting Office and Accreditation Assistant**

Philadelphia, PA

Department of Architecture, Drexel University

September 2011 to June 2012

- Assisted in preparing for architectural accreditation
- Printed and scanned projects for students and professors
- Assisted professors in preparing for classes

## **HONORS AND AWARDS**

- DU Endowed Grant, Drexel University 2010
- Dean's Scholarship, Drexel University 2010
- Senior Class Photography Award, Mount Si High School 2010
- 100+ hours community service club, Mount Si High School 2010

## **REFERENCES**

Rachel Schade, AIA 2nd Year Studio Professor (215) 895-2409 schadesr@drexel.edu John Apsley Regenerative Lifestyles (425) 441-8282 japsley@msn.com Ulrike Altenmuller, AIA 2nd Year Studio Professor (215) 895-0207 ualtenm@drexel.edu