

# Olivia M. Lau

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## OBJECTIVE

To obtain a summer internship position at an architectural firm, with a special interest in historical preservation.

## EDUCATION

*Expected 05/2011*

### **Rensselaer Polytechnic Institute**

*Troy, NY*

*Bachelor of Architecture*

- GPA: 3.68
- Dean's List Fall 2006 and Spring 2007

## WORK EXPERIENCE

*08/2007 – Present*

### **Rensselaer Polytechnic Institute**

*Troy, NY*

*Teaching Assistant*

- Conduct learning seminars for Building and Thinking of Architecture I class
- Grade homework assignments submitted biweekly

*Work Study – Dean of Architecture's office*

- Perform clerical duties
- Assist in displaying students' work in gallery spaces

*05/2007 – 08/2007*

### **Gensler Architecture, Design, and Planning Worldwide**

*New York, NY*

*Intern*

*Town Sports International, Hicksville, NY, NYSC building*

- Issued construction document sets and permit sets
  - Created presentation drawings using Adobe Illustrator
- JetBlue domestic terminal, JFK, NY, 625,000 sf*
- Sketched bollard and planter layouts for arrivals and departures levels using AutoCAD

*Chennai domestic and international terminals, India*

- Selected options for interior finishes

*08/2006 – 05/2007*

### **Rensselaer Polytechnic Institute**

*Troy, NY*

*Work Study – Dean of Architecture's office*

*07/2006 – 08/2006*

### **Gensler Architecture, Design, and Planning Worldwide**

*New York, NY*

*Intern*

*JetBlue domestic terminal, JFK, NY, 625,000 sf*

- Edited construction documents
  - Placed orders for and conducted inventory of sample materials
- Moroccan Airport Advisory Study, Morocco, five airports*
- Translated French documents and transcribed notes onto Microsoft Word
- Town Sports International, 110<sup>th</sup> Street, NY, NYSC building*
- Created preliminary floor plans using AutoCAD

## ACTIVITIES

*09/2006 – Present*

### **RPI Ballroom Dance Team**

*Troy, NY*

*Member*

- Participate in ballroom dance competitions in the northeast region

*09/29/2007*

### **RPI NSBE/SHPE Career Fair**

*Troy, NY*

*Student Ambassador*

- Assisted in set-up for Wiss, Janney, Elstner Engineers and Architects

## SKILLS

AutoCAD

Adobe Photoshop

Rhinoceros 3.0

Adobe Illustrator

Microsoft Office

Drafting