

Olivia M. Lau

School Address: 80 Eagle Street, Troy, NY 12180

Home Address: 94-04 66th Avenue, Apt. #1, Rego Park, NY 11374

Cell: 646.248.1393 • E-mail: lauo@rpi.edu

OBJECTIVE

To obtain a summer internship with a company offering services in the architectural field

EDUCATION

Rensselaer Polytechnic Institute, Troy, NY

Expected 05.2011

Bachelor of Architecture

- GPA: 3.72
- Dean's List Fall 2006 – Present

RELEVANT EXPERIENCE

New York City Department of Design and Construction, Long Island City, NY

06/2008 – 08/2008

Intern

- Received training in design and construction management
- NYPD New 40th Police Precinct and FDNY Zerega Avenue EMS, Bronx, NY
- Attended bi-weekly design progress meetings
- NYPD New 120th Police Precinct, Staten Island, NY
- Observed bid opening process

Gensler Architecture, Design, and Planning Worldwide, New York, NY

05/2007 – 08/2007

Intern

- Town Sports International, NYSC building, Hicksville, NY
- Issued construction document sets and permit sets
- Created presentation drawings using Adobe Illustrator and Photoshop
- JetBlue domestic terminal, 625,000 sf, JFK, NY
- Sketched bollard layouts for arrivals and departures levels using AutoCAD
- Chennai domestic and international terminals, India
- Selected options for interior finishes

Gensler Architecture, Design, and Planning Worldwide, New York, NY

07/2006 – 08/2006

Intern

- JetBlue domestic terminal, 625,000 sf, JFK, NY
- Edited construction documents
- Placed orders for and conducted inventory of sample materials
- Moroccan Airport Advisory Study, five airports, Morocco
- Translated documents in French and transcribed notes onto Microsoft Word

ADDITIONAL EMPLOYMENT

Rensselaer Polytechnic Institute, Troy, NY

Work Study Student – Dean of Architecture's office

08/2006 – Present

- Perform clerical duties

Teaching Assistant – Building and Thinking of Architecture 1 and 2 courses

08/2007 – 03/2008

- Conducted weekly learning seminars
- Graded homework assignments submitted weekly

ACTIVITIES

RPI Ballroom Dance Team

Member

09/2006 – Present

Team Co-Captain

01/2008 – 12/2008

- Managed team affairs with student union and registration for competitions

SKILLS

Adobe Illustrator
Ecotect

Adobe Photoshop
WeatherTool

AutoCAD

Rhinoceros 4.0

V-Ray