

Francisca Licona

Flicona@buffalo.edu

Dear Sir/ Madam:

I am interested in a summer internship position in the architectural field.

Presently, I am a junior at the University at Buffalo. As you can see from my enclosed resume, I have excellent skills and experience with technical presentations and visual concepts of design.

My experience with the ACE Mentoring Program has given me the opportunity to work with professional Architectural, Construction, and Engineering companies, such as:

- Skidmore, Owings & Merrill LLP
- Turner Constructions
- E-J Electric Installation Company
- URS Corporation
- MTA-BRIDGES AND TUNNELS

In working with these companies, I acquired the skills to design and build models of outdoor spaces by using simple, intermediate, and complex structures. Through these projects, I am confident in my ability to carry out numerous tasks given to me independently and in a team environment.

I look forward to hearing from you soon. I can be reached through email, Flicona@buffalo.edu. I will respond as soon as possible.

Very truly yours,

Francisca Licona

Francisca L. Licona

Enclosure

Flicona@buffalo.edu

Francisca Licona

OBJECTIVE: To obtain an internship position in the Architectural field

EDUCATION: SUNY Morrisville State College, August 2005

- Major: Architecture Studies and Design, G.P.A.: 3.0
- Graduation: May 2008

- University at Buffalo, August 2008- Present
- Major: Architecture
- Graduation: 2010

AREA OF INTEREST: Contemporary Architecture

INTERNSHIP EXPERIENCE: December 2003 – May 2005

Architecture Construction Engineering Mentoring Program (ACE)
Skidmore, Owings & Merrill LLP
Turner Constructions
E-J Electric Installation Company
URS Corporation
MTA-Bridges and Tunnels

- Assisted and coordinated with building designs
- Acquired CAD Software skills

VOLUNTEER EXPERIENCE: July 2002- September 2002
Clerk Assistant

Cabrini Medical Center, Department of Gastroenterology, New York, N.Y.
Responsibilities:

- Filing and marking patients charts
- Scheduling ambulate service for patients
- Screening incoming and outgoing calls
- Translation of English to Spanish patients

WORK EXPERIENCE: June 2003 - September 2003
Clerk Assistant

Stuyvesant Poly Clinic, New York, N.Y.
Responsibilities:

- Transported confidential patient files to various departments within the hospital
- Screening incoming and outgoing telephone calls
- Patient Billing

June 2006- August 2006
Field Supervisor

New York City School Construction Authority, Long Island City, NY 11101-3045
Responsibilities:

- Scheduling, meeting & writing detailed reports with various companies follow up with the schools interns.
- These companies were:

BRS (Business Relocation Services)	Forest City Rater
Iannelli	Gruzen Samton, LLP
Merrill Lynch	Susan Doban Architect
Turner Constructions	Swanke Hayden Connell

SKILLS HIGHLIGHTS/COURSE TAKEN:

Presentation:

- Adobe Photoshop 5.5
- Macromedia
- Freehand/ Drafting
- Oil/ watercolor/ acrylic painting

Visual Concepts of Design:

- Texture gradient
- Aerial perspective
- Light/ shade/ shadow
- Size constancy
- Color theory
- Vertical location
- CAD 2006

MEMBERSHIP: American Institute of Architecture Students Inc. (AIAS)

REFERENCES: Available upon request