

KEVIN JONES

1444 Deer Lake Circle
Apopka, FL 32712
321-281-7185
kevin@kevinjohnjones.com

OBJECTIVE

To obtain an internship with a distinguished architecture and urban planning firm and pursue an architecture license.

EDUCATION & ACCREDITATIONS

University of Miami, Coral Gables, FL
Bachelor of Architecture, (Business Administration Minor), May 2011
Cumulative GPA: 3.36

LEED Green Associate, May 2010

EXPERIENCE

University of Miami, Department of Housing and Residential Life
Graphic Design Intern, Assistant to the Director
October 2008 - August 2011

- Designed and produced campus-wide advertising campaigns
- Designed shirts, logos, fliers, posters, business cards, letterheads, and other materials
- Worked with Director on facility designs and renovations
- Provided Director with insight into and ideas for the student body
- Optimized a system for job request submittals and tracking
- Improved the previous process of printing posters
- Coded and managed departmental web site
- Recorded and edited hurricane/disaster preparedness videos

University of Miami, Department of Housing and Residential Life
Resident Assistant
August 2007 - May 2009

- Selected from a large pool of candidates
- Obtained training on team building, peer mediation, and community dynamics
- Provided leadership for 40 residents (freshmen and sophomores)
- Generated programs for the building with other RAs and a faculty team leader
- Disseminated important university information via floor meetings and bulletin boards
- Performed administrative responsibilities including health and safety inspections
- Managed disciplinary cases, safety, and security issues during weekly duty nights

Freelance Graphic Design
Summer 2010 - Present

- Referred to client by current supervisor
- Designed newspaper ads, postcards, and birthday cards
- Communicated and worked directly with business owner
- Revised and edited work based on owner-designer communication

University of Miami, Department of Housing and Residential Life

Assistant Male Housing Coordinator, Receptionist

Summer 2009

- Provided information for students and parents on the phone and in person
- Assisted in choosing male students to live together based on certain criteria
- Organized incoming, recurring, and outgoing student information

Wekiva Golf Club

Assistant Cart and Course Manager

Summer 2004 - Summer 2006

- Organized, operated, and prepared golf carts
- Interacted with and accommodated club members
- Maintained general appearance of golf carts, cart storage area, and driving range

TECHNICAL SKILLS

- Autodesk AutoCAD, Google Sketchup, Autodesk Revit Architecture
- Adobe Photoshop, Adobe Illustrator, Adobe InDesign
- Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- Handbrake, Windows Movie Maker
- General computer and technical knowledge
- Easily learns new skills and is willing to do so

AWARDS & ACTIVITIES

- Henry King Stanford Scholarship (2/3 tuition), University of Miami
- Architecture Student Council, by election, 2008 & 2009
- Habitat for Humanity, 50+ hours
- Designed statue and plinth for University of Miami campus
- Redesigned the front desk area for Mahoney, Pearson, and Eaton Residential Colleges
- Designed office space for Student Affairs IT Staff
- Wood model chosen to represent second year class
- Intramural Team Captain:
 - Sportsfest Champion 2009, Runner Up 2011
 - Ultimate Frisbee Champion 2008, Runner Up 2009, 2010, & 2011
 - Co-Ed Sand Volleyball Runner Up 2010