

**MATTHEW A. CONTE,  
LEED AP**

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**OBJECTIVES:** Architect Intern – to: 1) obtain a full-time or part-time position at a distinguished Architectural firm and 2) pursue Architecture license

**EDUCATION & ACCREDITATIONS**

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**Bachelor of Architecture**, (Business Law Minor), Cum Laude Graduate, May 2007  
University of Miami, Coral Gables, Florida  
**LEED Accredited Professional**, May 2009

**ARCHITECTURAL EXPERIENCE**

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**MICHAEL BRADY, INC., Lake Mary, Florida** - Full-time Architect Intern, 2007-2009

Large, full-service architectural and engineering firm providing services throughout 49 States with design experience in over 18 diverse building types

- Extensive experience with a variety of project types including: healthcare, office, retail, religious, industrial, and educational buildings
- Assisted and helped lead a team in the schematic design, design development, construction documents, and construction administration phases of project development
- Project Management support included correspondence between owner and architect, engineering systems coordination, code and material research, shop drawing review, permitting, etc.
- Other experience included field research and site observation, production of field reports, field orders, and permit comment response letters
- Computer skills include: use of Microsoft Word, Microsoft Excel, Photoshop, AutoCAD 2008, REVIT 2008, and Sketchup™
- MICHAEL BRADY, INC. emphasized development of well-rounded and knowledgeable team members
  - Other than experiences listed above, this also incorporated team building exercises, inclusion of employees in company meetings, continuing education seminars, and assistance in company marketing and advertising

**OLIVA-MEOZ ARCHITECTS, Coral Gables, Florida** - Part-time Architect Intern, 2006-2007

Small Architecture firm specializing in custom residential architecture, planning, and office tenant improvements

- Prepared drawings with principle architects and other employees using AutoCAD 2004
- Assisted in office administrative and management duties