

STEPHANIE TRUONG

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[EDUCATION]

**Master of Architecture
& Certificate in Building Science**
University of Southern California
Los Angeles, CA
Graduation Date: May 2012

**Bachelor of Arts in Architecture
& Political Science**
University of California, Berkeley
Berkeley, CA
Graduation Date: December 2009

[EXPERIENCE]

Project Professional

April 2014-Present

Woods Bagot, New York, NY

- Assisted with construction documents and construction administration on a remodel of a historical Brooklyn hotel.
- Produced drawings for design development and D.O.B. submittals for a 5-building residential project in Brooklyn.
- Attended and participated in weekly coordination meetings with consultants and clients.
- Trained and managed new team members.

Project Manager

May 2012-March 2014

Paul Essick Architects, Marina del Rey, CA

- Managed up to four large-scale residential projects at a time during the schematic and design development phases
- Prepared and submitted construction documents for plan review and made necessary revisions
- Coordinated with consultants during all phases.
- Attended meetings with clients and city staff
- Produced renderings and presentations as needed
- Trained new employees
- Managed and allocated tasks to a team of four designers and interns

Design Assistant

June 2010-August 2010

Kids Line, South Gate, CA

- Assisted head designer with various office duties
- Assisted designers with packaging and product mock-ups
- Prepare/Set-up products for meetings

[SOFTWARE]

Adobe Suite CS6

Illustrator, Photoshop, InDesign, Acrobat, Lightroom, Dreamweaver

Drafting & 3D

AutoCAD, Revit, Rhinoceros, Sketch-Up

Rendering

V-Ray, Maxwell

Web Design

HTML, basic PHP

Building Performance

HEED, Climate Consultant, DesignBuilder, IES-VE