

# Architectural Design and Drafting Skills

Use the following lists to show your technical skills on your resume and cover letter. You may have additional skills not shown on this list. List your skills in a separate Skills/Qualifications section on your resume. Highlight the most relevant skills in the middle paragraph of your cover letter.

## Sample Skills/Skill Headings

AutoCAD/REVIT

Computer-Aided Drafting

Building Design and Layout

Cost Distribution/Estimating

Single and Multi-family Projects

Residential Projects

Institutional and Commercial Design

Production Drafting

Drawing Layout

Assembly Drawings

Working Drawings

Floor Plans/Elevations

Plot Plans/Foundations

Site Plans, Sections, Details

Document Control

Technical Documentation

Building Information Modeling

Liaison to Architects/Builders/Inspectors

Work Order Changes

Architectural Design

Site Work Design

Mechanical Design

Industrial Design

Structural Design

Plumbing Design

Interior Design and Planning

Proposal Development

Project Coordination

Construction Industry Experience

Construction Development

Technical Writing Skills

Landscape Design

## Equipment and Tools

AutoCAD; Chief Architect; REVIT, Google SketchUP; Architectural Desktop; Softdesk; 3D Studio VIZ; Solid Modeling (Solid Edge, Solid Works); Inventor; NavisWorks; MicroStation; Photoshop; Adobe Illustrator; Adobe Acrobat; MS Office; Plotter; Arm and track drafting machines; Hand drafting instruments, including compass, dividers, parallel bars, triangles, architectural templates, and irregular curves; Technical pens and pencils.

## **Sample Skill Statements**

Draw residential and light commercial plans, from programming through sketching, drawings, and models

Draw building sections, structural framing and foundation details

Familiar with site development, including surveying existing grades, locating existing and future buildings, driveway parking and landscaping, plus drawing site plans

Design remodel/addition working drawings

Familiar with basic contracts and construction specifications for residential and commercial projects

Estimate material and labor costs of construction

Draft floor plans, fixture layouts, and space planning

Prepare 3-dimensional drawings and designs utilizing AutoCAD

Create, retrieve, and modify drawings using AutoCAD

Design and draw mechanical plans for plumbing, electrical, lighting, heating and cooling systems

Create details, elevation, and wall sections

Prepare as-built drawings

Take field measurements of site and existing structures

Coordinate with departments to complete drafting and change notices

Work on customer fit-up layouts

Work with engineers, architects, property managers, customers, construction department, and outside vendors

Work quickly and accurately under tight deadlines

Work with design intent and design control documents

Design and construct modular office buildings

Design windows, balusters, fireplace surrounds, spiral stairs, newell boxes, pavers, and columns, utilizing REVIT

Conceive, design, plan and construct models for new or modified structures

Coordinate and determine quantity and types of materials, while planning sequences for ordering materials

Support engineering staff as a drafter utilizing REVIT and Google SketchUp

Work experience in elevations, wall components, and floor plans

Work with engineers and designers doing redlines and rework

Familiar with universal and Oregon building codes, land use zoning

Write technical bid packages

Experience in land limit survey proposals and topography

Prepare plans for regulatory approval such as zoning and construction drawings

Provide material takeoffs from approved drawings

Assist with basic design, inspection and code research

Assist with reporting, development of schedules, spreadsheets, charts and estimates

Produce photographic records of projects

Review, update and correct plans submitted by outside architects

Draft details for mechanical, electrical, engineering, and structural systems

Manage special projects including special plan notices and plan changes upon approval

Prepare technical documentation for work order changes

Convert sketches and rough drafts prepared by architects into working drawings

Hand sketch conceptual space plans

Assist in maintenance of AutoCAD/drawing library

Knowledge of electrical wiring/schematics

Experience with wood frame construction drawings using AutoCAD

Calculate heat loss and gain of buildings and structures to determine required equipment specifications

Solicit bids for materials