

Patricia M Rendon

CAREER OBJECTIVE

Seeking a position as an Intern Architect that provides a challenging, engaging, and supportive work environment in which I can obtain and contribute knowledge and ideas at a professional level.

EMPLOYMENT

JUDSON INDEPENDENT SCHOOL DISTRICT

YEARS EMPLOYED (2002-Currently)

CAD OPERATOR / ARCHITECTDESIGNER

San Antonio, Texas

EDUCATION

BACHELOR OF SCIENCE, ARCHITECTURE

THE UNIVERSITY OF TEXAS AT SAN ANTONIO *Graduated: May 2002*

ARCHITECTURE PROGRAM

UNIVERSIDAD DE MONTERREY
San Pedro Garza García Nuevo León, México

Attended; Aug 1992- May 1996

LANGUAGES

English/ Spanish

SKILLS/ ABILITIES

- Extensive knowledge of Architecture.
- Knowledge of Americans with disabilities ADA, and TAS requirements.
- Familiar with International Building Code 2009.
- Familiar with International Fire Code 2009.
- Expert in AutoCAD 2000/ 2009.
- Demonstrated ability to manage multiple projects in a fast-paced work environment.
- Solid hand drafting, sketching and modeling skills.
- General Accounting Procedures
- Interdepartmental School District expert coordination and collaboration.
- Ensure that CAD drawings are done in an orderly and efficient manner, to meet project deadlines. Willing and able to modify drawings quickly.
- Excellent computer skills: Word Processing, Adobe Acrobat Professional, etc. Proficient in Microsoft Office 2007.
- Proficient with general office duties and equipment: personal computers, printer, wide-scanner, calculator, multi-line phone system, copier, fax machine, plotter, digital camera, binding and laminating machines, etc.

EXPERIENCE

CAD Operator/Designer, Judson Independent School District, San Antonio (2002-current)

Assist and provide the Director of Facilities Planning with the development of computer-aided plans, details, specifications, architectural and construction documents, for the support of new construction, renovation and Maintenance repair activities of existing facilities in our district.

- ♦ Develop and update record drawings and Cad files for all district facilities.
- ♦ Prepare school building floor plans indicating emergency exits for fire evacuation.
- ♦ Organize and maintain the Technical Architectural Division Library, documents and records. For the different projects in our district.
- ♦ Review drawings made by consultants and verify information with existing conditions when required.
- ♦ Coordinate preparing computer-aided documents for space planning and interior design projects assigned to include: programming development, design development, code analysis and bid documents.
- ♦ Coordination with Engineers preparing construction documents for the different projects within the district.
- ♦ Assist with on site measuring and surveys.
- ♦ Maintain assigned projects records, correspondence and reports.
- ♦ Review shop drawings and submittals making recommendations when appropriate.
- ♦ Perform reproduction duties: operate reproduction equipment for the purpose of making blue line and black line prints of construction drawings.
- ♦ Assist other departments in the preparation and development of reproducible drawings: campus facility locations, furniture layouts, and attendance maps.
- ♦ Prepare PDF files as contractor's support
- ♦ Maintain e-mail communication between contractors, and engineers.
- ♦ Prepare and design color pattern floor tile layouts for the different campuses in district.
- ♦ Coordinate with 6 different City Jurisdictions for permitting-code compliance. Performs inspections with code compliance officials.
- ♦ Assist in other activities as assigned.

PROJECTS

Design, develop and coordination of various in-house renovation projects with Architect supervision.

- Millers Pointe Elementary School VCT cafeteria improvements (2005)
- Candlewood Elementary School VCT replacement(2005)
- Woodlake Elementary School VCT Replacement (2005)
- JISD Administrative Building Renovation(2005)
- JISD Board Room Renovation (2006)
- JISD Technology Department Improvements (2006)
- Karen Wagner High School Portables (2006 & 2008)
- Mary Lou Hartman Elementary School Portables (2007)
- Paschall Elementary School Portables (2007)
- Child Nutrition Improvements(Transportation shop) (2007)
- Coordination of drawings and visits of JISD District Wide Facilities for OCR visit (Office of Civil Rights 2008 visit)
- Judson High School Cafeteria Improvements (2008)
- Kirby Middle School New Portables (2008)
- Kitty Hawk Middle School New Portables (2008)
- Woodlake Elementary School Portables Relocation (2008)

- Salinas' Elementary School Plaque (2008)
- Woodlake Elementary School New Parent Drive (In progress)
- Converse Elementary Portables Relocation (In progress)
- Hopkins Elementary School Portables Relocation (In progress)
- Park Village Elementary School Portable Relocation (In progress)
- Candlewood Elementary School Portables (In progress)
- Kitty Hawk Middle School Gymnasium Floor Installation
- Performing Arts Center ADA Compliance Architectural new signs (In progress)

**AFFILIATIONS/
ACCREDITATIONS**

I have expanded my professional and technical knowledge by attending educational workshops; reviewing professional publications and participating in professional societies.

AUTODESK Certificate of Auto CAD Productivity 2006.

IBC Fundamentals Nonstructural Provision Certificate 2007.

TDLR Certificate of Completion 2004 for attending the Texas Accessibility Academy.

TEXAS SOCIETY OF ARCHITECTS Certificate of Membership on 2007 as an Associate Member.

CEFPI member 2008-2009. (2009 Austin, Texas Conference attended.)

2009 **IBC** Significant changes participation certificate. (SABCA)

2009 **IFC** Significant changes participation certificate. (SABCA)

REFERENCES AVAILABLE UPON REQUEST

e-mail address psrendon@hotmail.com