

# Rachel House

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## Education

Bachelor of Architecture, Minor of Fine Arts: Photography  
University of Southern California, Los Angeles - August 2002 – May 2007

Semester in Product Design  
Art Center, Pasadena - Summer 2010

## Experience

### Office Manager and Social Events Coordinator

Edison Downtown, Los Angeles, CA - February 2009 to Present

- Plan and coordinate personal and corporate social events (125 people or less)
- Assist the GM with large events and company buyouts (200-400 people)
- Create weekly production lists to present at manager meetings
- Create new office procedures and training manuals
- Manage and record all employee paperwork, payroll, petty cash, nightly banks and deposits
- Maintain office organization, supplies, and all paperwork filing systems
- Work directly with the General Manager and Owner to design and produce media for upcoming programs and events

### AutoCAD Consultant

View Design Studio, Los Angeles, CA – January 2009 to May 2009

- Creating AutoCAD files and setting up CD sets
- Reviewing spec Corrections and drafting redlines

### Architectural Designer

Nadel Architects, Los Angeles, CA – January 2007 to January 2009

- Project coordination between engineers, landscape architects, and interior designers
- Create all project presentation materials
- Design conceptual work for multiple building types
- Site and code research for master-planning of new construction projects
- Assisting with entitlement drawings, construction document sets and construction administration review
- Space planning, furniture and material selection for project interiors

### Design Intern

Carde Ten Architects, Santa Monica, CA – August 2006 – October 2006

- Master-planning campus schemes for LAUSD high school projects
- Project presentation layouts

### Design Intern

Wolcott Architecture Interiors, Culver City, CA – June 2006 – August 2006

- Drafting, redline corrections, and coordinating CD sets for review
- 3D modeling of facades and interiors
- Space planning, furniture and material selection, and office interiors

### Design Intern

Akar Studios, Santa Monica, CA – June 2005 – August 2005

- Basic architectural design and drafting for restaurants and interiors
- Drafting and redline corrections for single family residence
- Space planning, furniture and material selection
- Creating presentation boards and material boards

## Skills

AutoCAD 2000-2008, PowerCADD, Revit  
3D Studio Max, 3D Studio Viz, Sketch Up, Form-Z, Lightwave  
Adobe Suite CS3 – Photoshop, Illustrator, InDesign, Dreamweaver  
Microsoft Office Suite – Word, Excel, Access, Outlook, Powerpoint  
Windows XP, Windows 7, Mac OS10  
Google Suite – Documents, Calendar  
Micros POS System – Employee records, Payroll  
Open Table Reservation System  
Model Building

## Honors & Activities

American Institute of Architects, Associate Member - 2008-2010  
Big Sunday Los Angeles- city wide community service projects - 2007-2010  
American Institute of Architecture Students – 2002-2007  
School of Architecture Research Grant recipient, USC - 2002-2007  
School of Architecture Student Council – 2003-2006  
Joint Educational Project - teaching classes in the community - 2005-2006  
Avi Efraim Gesundheit Traveling Fellowship finalist - 2005  
Design Studio Exhibition, featured projects - 2004  
Groen Hoek Boathouse Design Competition Finalist - 2004

## References

Michael Walden  
Vice President and Director of Design,  
Leo A Daly  
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Michael Rominske  
Owner, View Design Studios  
323.839.2701  
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Doug Noble  
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