

# ANOUMIRKINE

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## Career Profile

Experienced Architectural Designer, Draftsperson, Computer Specialist, Writer, Trainer, Business Manager, Business Owner.

- Energetic, effective, dynamic, articulate.
- Self-starter, entrepreneur.

Customer-centric manager who can be infinitely supportive of her clients needs.

- Efficient, scholarly, and interested in life-long learning.
- Highly developed computer, 3d AutoCAD Architecture and Revit skills.

## Professional Expertise

- Discerns client's key needs and delivers a basket of services and products that meets their expectations using customer-centric abilities.
- Provides more than is expected utilizing the ability to follow through on all tasks, meet deadlines, and be dynamic and energetic.
- Provides technical support to clients on most hardware and software issues. Designs and implements computer network solutions. Designs and maintains websites.
- Writes effective and articulate business correspondence successfully using creative writing ability.
- Establishes a loyal and long-term stable of clients due to successful and timely completion of assignments.
- Provided sales and technical support for IBM computers to students and faculty at Columbia University Business School.
- Managed accounts and delivery of IBM computer systems and peripherals. Installed components on delivered machines and tested them to insure proper operation.
- Provides general administrative work, including word processing, business correspondence, scheduling, proposal writing, reception, typing, telexing, answering phones, dictation.
- Organized reference library and made recommendations to make the library work more efficiently.

## Architectural Expertise

- Trained and skilled in the use of Autodesk products such as AutoCAD, AutoCAD Architecture, and the current release of Revit Architecture as well as Microsoft Office products.
- Provides residential home design for individual owners, coordinating necessary engineering disciplines, and delivering architectural or permit sets to clients.

- Provides training to architects on Revit and other aspects of computer/software use, and develops and designs project proposals for architects and engineers.
- Reported to project architects, completed plans and details on in-house commercial projects, including development and delivery of all construction details for the Artesia Country Club.
- Produced all working drawings for private residences within deadlines and provided drafting assistance on large-scale laboratory designs. Worked with project managers and project architects to deliver error-free construction documents.
- Learns new features in architectural and business software packages in a creative and disciplined manner.
- Manages the dynamic between architectural design/CAD technology and the professional design team of architects, engineers and general contractors with a high degree of credibility and compassion.
- Delivers high-quality services and documents on time and error free including the creation of 3D computer-generated models, and compelling artistic renderings of residential and commercial projects for the architectural design community.
- Drafts, models, and renders the architectural design of new construction and renovations, to serve architects, builders, and individual home owners. All documents include plans, elevations, sections, and details.
- Participated as a member of the design team on a large 250-unit development project in Yonkers New York, and assisted in the design and development of a 2- and 3-bedroom unit apartment building.

## Career History

ANOU MIRKINE DESIGNS, Santa Fe, NM, 1993 - present  
*Architectural Design and Drafting Services*

Design, Drafting, CAD experience with various architectural firms in Santa Fe and New York from 1986 to 1993.

## Education

**Masters in Architecture**, UNIVERSITY OF NEW MEXICO, Albuquerque, NM:

- Thesis: Healing Environments: Physical, Spiritual, and Psychological Factors in Architecture that Promote Health in 1996.

CITY COLLEGE SCHOOL OF ARCHITECTURE, New York, NY:

- Completed 3.5 of 5 year undergraduate architecture program before transferring to Masters Program in New Mexico from 1987 to 1989.

**B.A.**, BENNINGTON COLLEGE, Bennington, VT: Painting and French Literature (Double major) 1979.