

Skills and qualifications

	Qualifications, talents, specialized knowledge	Computer skills	Communication	Team environment	Time management	Other employable traits
Arch	Awards, competitions modeling, drafting, sketching, rendering, experience in field, construction, published work	AutoCAD Photoshop Illustrator Viz 3D Max Architectural desktop Form –Z Project manager Sketch-up Microsoft office (Excel, PowerPoint, Word, Access), Outlook DreamWeaver	Foreign language body language, salesman communication, persuasive, technical language, telephone skills, presenting projects, verbal, visual & written communication, conflict management, negotiation skills; evidence of public speaking,	Leadership positions, management experience, Group studio projects, involvement in campus organizations Accountability Volunteer work and community service Evidence of experience working with people	Extra curricular activities, do not drag your feet, meeting deadlines, arrive on time or early, timely call backs & mailings Punctuality, organization skills; ability to multitask, outside additional jobs while a student	Research skills Interest in field GPA, uniqueness, sense of humor, easy to work with, personable, reading, critical thinking, objective thinking, present your self well; Flexibility. Problem solving, creativity,
Art	Artistic abilities, creativity, spatial relations, page layout, color theory, 3D modeling or construction skills, animation, illustration, sketching, stained glass, lighting, craftsmanship, web design	Photoshop, illustrator, 3D modeling, animation, web browsing and internet skills, Microsoft office (Excel, PowerPoint, Word, Access).	Writing skills, foreign language skills, good visual communication presenting portfolios, courses in communication studies and journalism, listening skills	Demonstrated ability to work in groups, ability to compromise, cooperative	college athletics, work experience, extra curricular activities, community service	Social skills, leadership qualities, problem solving. Detail oriented. Uniqueness, outgoing, personable, passionate about art, can handle criticism, ability to adapt, flexibility
Graphic design	Typography, photography, digital photography, design principles, design history, following strict guidelines, think outside the box, visualization skills, photo art direction, grid systems, logo design, methodology, magazine layout, book publication, publication design, photo art direction, time based multimedia, exhibition design, interactive media, web design, color management, production, visual punctuation symbology	Photoshop, Quark, In Design Power point Dreamweaver Illustrator, Flash, Fireworks, Premier, image ready, Web Html Word & Excel Final Cut Pro lphoto IPVD Adobe After affects Navitgation	Expressing opinions and ideas, language of design technology, Descriptive, listening, critiquing, technical language, persuasive, asking/answering open ended questions, people skills, leadership skills, technical jargon, using e-mail professionally, brain storming, cooperation, compromise foreign language, handle and give constructive criticism	Collaborative ability, competitive and helpful, give advice and positive criticism, sharing responsibilities, ability to give and take, involvement in AIGA activities; work in groups and independently, Leadership	Deadline oriented, adhere to strict deadlines, balance multiple projects, multitask, balance studios and general education courses, community involvement, Double majors or minors.	Research skills, creativity, reliable responsible, timely Self-starter Positive attitude Problem solving

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id	Sustainable design, Quick sketching, drafting, manual and computer, rendering, lettering perspective drawing, creativity, codes, ADA issues, Universal design, space planning, color/theory, design history, design concepts/principals, process, materials, finishes selections, design process, modeling, idea/concept development, office design, residential design, space planning, space analysis and design renovation, adaptive reuse Lighting, design sensitivity, talent in integration of color & texture	AutoCAD Photoshop Viz render MS office word and Databases; Architectural desktop Power point Dreamweaver Illustrator	Presentations, verbal and visual; use design language; vendor/clients Written skills, telephone skills; communicate ideas through design; network or contacts, working with clients	Charette experience Group projects Design/build program, group process, team work	Charettes, portfolio, balancing school with part-time jobs, Campus activities, leadership, professional affiliation, extra curricular activities	Research skills Positive attitude Energy, enthusiasm Organization Language skills Punctuality, responsible Leadership experience, past work experience related to field or other Awards and honors Strong work ethic Attention to details Deadlines
CRP	Community Development knowledge, zoning laws and regulations, constructing a comprehensive plan, data collection, using surveys, data analysis, understanding political and environmental issues, knowledge of regions, housing issues, socio-economic aspects of society, analytical skills, conduct research and analysis, Planning methods, Statistics, knowledge of transportation issues	GIS, GPS Microsoft office (Excel, PowerPoint, Word, Access) Adobe Photoshop Statistical computation software	Presentation skills, good social skills, articulate ideas, voice opinions, public speaking, communicating with the public, listening, negotiating, writing reports, proposals and grants, languages	Ability to compromise, ability to work in groups demonstrated through studio projects, internships or activities on campus and Group projects, ability to delegate power,	Organizing a project from beginning to end, multi-tasking projects and assignments, completing assignments on time,	Research skills Community involvement and willingness to help, ability to connect with the community, work ethic, hard working, enthusiastic, show empathy, understanding business etiquette, ability to adapt to different situations and outcomes, open and flexible, leadership
LA	Graphic ability, rendering, drawing, sketching, zoning, land use, environment, sustainable design, firm experience, licensing, construction documents, shop drawings, construction techniques, plant materials	AutoCAD, Photoshop GIS, MS office word Copier, Adobe, Illustrator Scanner/plotter, fax Windows/Mac InDesign	Presentation abilities, languages, conflict management ,negotiations, body language, sales pitch, clear visual communication	Examples of team projects in portfolio, participating in traveling studios, participation in study abroad programs	Participation in extracurricular activities, clubs, intramurals, group projects, community involvement	Research skills Flexible Dedicated Passionate Fast paced, travel abroad, handle criticism, awards, honors, work experience