

# PORTFOLIO TUTORIAL!

BRIDGE

03  
15  
23

WED, MARCH 15  
@ 7PM  
ECLASSROOM

PART 1:  
COMPONENTS

ALL WELCOME  
(BUT, ESPECIALLY 1B & AE!)

WITH DANI  
& MAGDALENA

BRIDGE

# Introductions:



Dani Grabke

- M2
- 2022 B. Arch graduate
- Might also know me as BRIDGE director or seen climbing!
- [dvgrabke@uwaterloo.ca](mailto:dvgrabke@uwaterloo.ca)



Magdalena Kaczmarczyk

- M2
- 2021 B. Arch graduate
- Might also know me as galt. Co-Editor-in-Chief or seen longboard dancing!
- [m2kaczmarczyk@uwaterloo.ca](mailto:m2kaczmarczyk@uwaterloo.ca)

# Agenda:

## PART 1: What is an Architecture Portfolio

- Components overview of an Architecture portfolio
- Preview of a Post Grad portfolio

## PART 2: Portfolio Deep Dive - What to include & How to include it

- CV
- Reference Letters
- Academic Projects
- Professional Work
- Personal Work

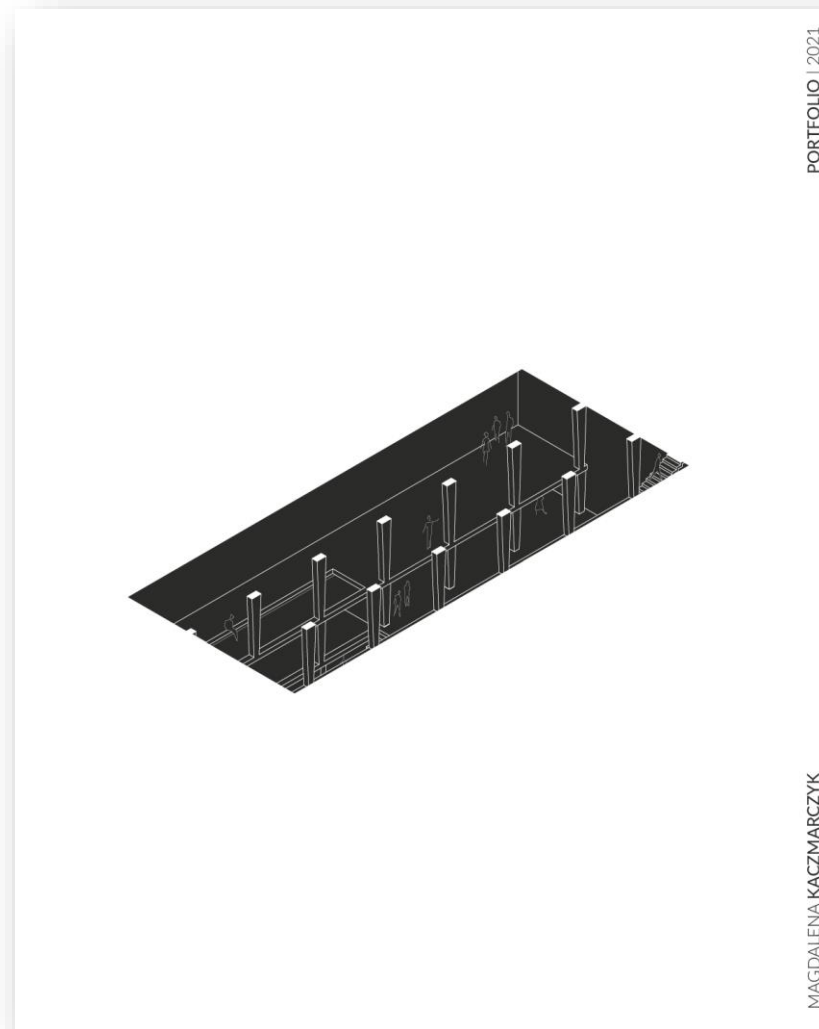
*Portfolio Tutorial Part 2: on InDesign  
to come!*



# PART 1:

## What is an Architecture Portfolio


Cover Page



**Contents:**

- Cover Page



Hi! 

# My name is Magdalena Kaczmarczyk.

I am a graduate of the **University of Waterloo School of Architecture's** Bachelor Program.

I am goal-oriented, curious, and an organization wizard. With almost 2 years of architecture internship positions and additional freelancing experience, I have been expanding my knowledge of what architecture can affect while keeping an open and critical mind. I am eager to start this next step in my architecture journey with your firm!

#(647) 209-2807 @m2kaczma@uwaterloo.ca

## EDUCATION.

**BACHELOR OF ARCHITECTURAL STUDIES**  
2016 – 2021.  
University of Waterloo

## EXPERIENCE.

### FREELANCE DESIGNER

Jan – Apr 2021, Sept 2021 – present.  
Creative Designer.  
+ Clients: Blimp Homes Inc., Independent Clients  
+ Programs used: Photoshop, Illustrator, After Effects, Procreate

### B+H | TORONTO, ON.

Jan – Aug 2020  
Architectural Assistant.  
+ Worked on 0-50% and 50-75% Construction Documents for architecture and interior design projects.  
+ Collaborated in small teams to complete competition projects.  
+ Programs used: Revit, Vray, Illustrator, Photoshop, Rhinoceros.

### ECDM | PARIS, FRANCE.

May – July 2019.  
Architectural Assistant.  
+ Worked on Competition entries and Design Development projects. Modified several presentation renders to updated with most concurrent design, used the laser cutter to create a model of project in a short time frame.  
+ Programs used: Autocad, V-Ray, Indesign, Photoshop, Illustrator, Rhinoceros, Sketchup.

### NBBJ | NEW YORK CITY, NY.

Sept – Dec 2018.  
Architectural Assistant.  
+ Worked with Revit to work on 75-100% Construction Documents, used Indesign and Illustrator to create Indesign templates for presentation use.  
+ Programs used: Revit, Indesign, Illustrator

### IAN MACLAREN ARCHITECT INC. | OAKVILLE, ON.

Jan – Apr 2018.  
Architectural Design Assistant.  
+ Worked on 3D modeling to present views to clients, designed accessory buildings, learned and collected zoning by-laws, modified plans according to provided instruction.  
+ Programs used: Sketchup, Autocad, Photoshop

## DISTINCTIONS.

**galt. PUBLICATIONS** | DIGITAL MEDIA & EDITORIAL DESIGNER  
Issue 04 | Sept 2020 – Nov 2021.

**NON-ARCHITECTURE** | "HEALING" COMPETITION FINALIST  
2020.

**PRESIDENT'S INTERNATIONAL EXPERIENCE AWARD**  
2019.

**WATERLOO ARCHITECTURE** | ADMISSIONS INTERVIEWER  
April 2019.

**CISC ARCHITECTURE** | COMPETITION FINALIST (TOP 10)  
2017.

**WATERLOO ORIENTATION** | "HUGE" ORIENTATION LEADER  
2017.

## Contents:

- Cover Page
- CV

# table of contents.

To Whom It May Concern,

My name is Stephen Mylenski. I am a Senior Project Architect with NBBJ architecture firm out of New York City. I am writing to you in reference to the work of Magdalena Kaczmarczyk. Magdalena was an intern this summer and fall at NBBJ New York. She worked under my supervision on our office's Coney Island Hospital project, a 450,000 SF replacement hospital for Coney Island Hospital.

Magdalena worked on Construction Documents for us. She was given a wide range of tasks including finish plans and elevations, toilet accessory population, partition type and location documentation, power-data plan documentation, medical and specialty equipment documentation, and graphic cleanup of the set.

Magdalena worked in Revit 2017 and was able to expediently pick up many tasks presented to her. She worked very hard on all her tasks and always asked the right questions. She meticulously performed tasks and kept a written log with any questions or comments she had, and made sure to address each one. She always made a point to understand the full task and when the task needed to be completed by.

Magdalena was a joy to have on our team, and earned the respect of all team members that worked with her. I personally, enjoyed Magdalena's pleasant demeanor, diligent work ethic and ability to rise to any task. I would fully recommend her for employment and would think any firm that hired Magdalena would benefit greatly from her work.

Sincerely,

Stephen Mylenski, RA, LEED AP BD+C Associate / Project Architect  
NBBJ 140 Broadway 29th Floor NEW YORK NY 10005  
Direct: 212.739.7240  
[www.nbbj.com](http://www.nbbj.com) / [@nbbjdesign](https://twitter.com/nbbjdesign) / <http://meanstheworld.co>



all roads lead to *roam*. 06

villa-kiosk. 16

lungs of steel 20

r(ev)amp 28

crystalline 38

personal(ity) 54

05

## Contents:

- Cover Page
- CV
- Reference Letters
- Table of Contents



# all roads lead to roam.

FOURTH YEAR EXHIBITION

🕒 4 MONTHS  
🏢 4B RESEARCH / STUDIO  
👤 GROUP W/ E.ZHANG

Urban growth is inevitable. The Waterloo region is no stranger to exponential growth in economy and population. In the past five years, the region has seen a population increase of 51,000 resulting to around 600,000 residents – and is projected to house over 950,000 by 2051. Kitchener, at the heart of the growth, has neglected its cultural and public spaces – weakening its cultural identity, and conceding to inflexible developments. There is a need for thoughtful, public-focused, at-ground design and intervention for cultural enrichment in the soon-to-be powerhouse city.

The Victoria Street corridor in Kitchener offers a rich opportunity for growth and urban intensification. Its industrial roots and centralized location present potential for not only the built-up environment, but also for responsible open spaces. It is ideally located to serve as a connective spine to multiple districts, forming a strong network of downtown circulation. Through critical analysis, and with a series of design interventions, there exists a version of Victoria Street where it grows as a walkable, safe, and an iconic city organ built for the people.

*A joint research project with Ethan Zhang, all roads lead to roam, is an analytical look into the future of the currently neglected Victoria Street in downtown Kitchener, including research into its future conditions and advocating for responsible at-ground design.*



FOURTH YEAR EXHIBITION

07

all roads lead to roam.

## Contents:

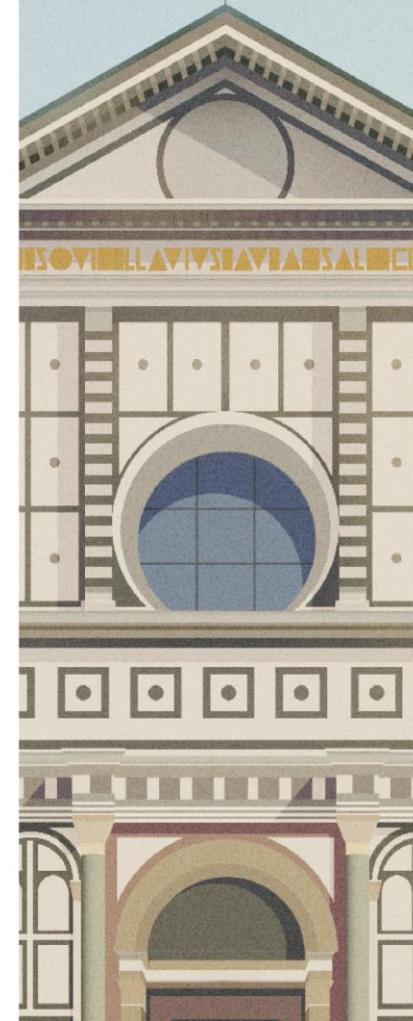
- Cover Page
- CV
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- Table of Contents
- Academic Work



- 🕒 2<sup>ND</sup> YEAR – CURRENT
- 📁 PERSONAL/PROFESSIONAL WORK
- 👤 INDIVIDUAL

*Additional selected works. Contains professional work from previous internship positions varying from 2018-2020, on projects I had participated on and my responsibilities within each role. For a more detailed description of my responsibilities, please refer to my portfolio.*

*In addition to my professional work, included are personal projects taken up for my self interest.*

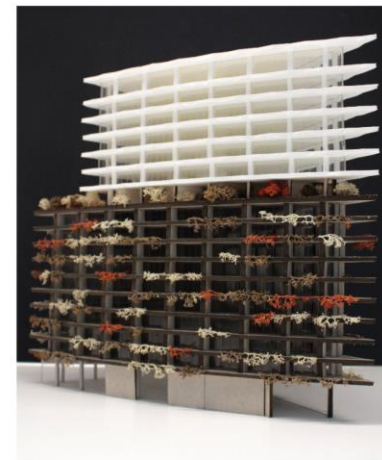
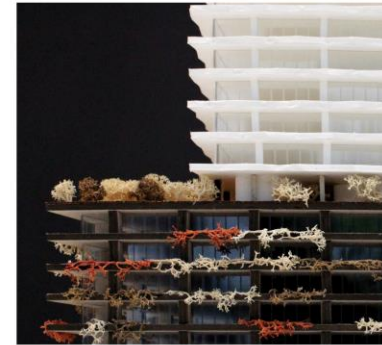


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- Table of Contents
- Academic Work
- Personal Work



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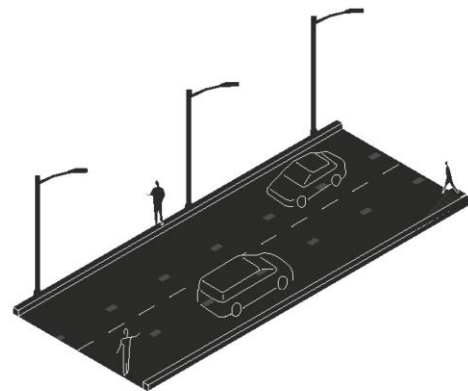
65

**BOULOGNE PROJECT COMPETITION, WIP**  
Boulogne is a mixed use residential office building competition entry, a collaboration with **Chartier Dalix and Bjarke Ingels Group**. Using the perspective renders (seen left) and plans as reference, a maquette was created using digital fabrication methods.

E C D M

## Contents:

- Cover Page
- CV
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- Table of Contents
- Academic Work
- Personal Work
- Professional Work



thank you.

#(647) 209-2807 @m2kaczma@uwaterloo.ca

### Contents:

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- CV
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- Table of Contents
- Academic Work
- Personal Work
- Professional Work
- End Page  
With contact info!

# PART 2:

## What to include & How to include it

Learn formatting, best practices, tips & tricks for:

- CV
- CV to Resume
- Academic Projects/ Competitions
- Professional Work
- Personal Projects

# Danielle V. Grabke

Tel: (647)-515-7706  
Email: [dvgrabke@edu.uwaterloo.ca](mailto:dvgrabke@edu.uwaterloo.ca)  
Address: Toronto, ON

## Skills

### Software

Adobe Creative Suite (Photoshop, Illustrator, InDesign, LightRoom, Premiere),  
Rhinceros5, VRay, Grasshopper, Maxwell  
Render, Microsoft Office (Word, Excel,  
Power Point, Access, OneNote, Outlook)

### Fabrication

Physical Modeling, Hand Drafting,  
Laser Cutting, CNC Milling,  
3D Printing, Woodworking

### Business

Sales, Customer Service, Public Speaking,  
Marketing, Money Handling

### Languages

English & French (Bilingual)  
Mandarin (Basic)

## Experience

Sales Lead | 04.2018 – Present | Journeys | Toronto and Kitchener, ON

Provide customers with an excellent shopping experience and represent the company in a friendly, professional manner. Enriching personal skills in customer service, patience, hard-work, and cooperation.

Class Representative | 09.2018 – Present | Waterloo Architecture Students Association | Cambridge, ON

I am the main channel for communication between my class and the faculty. I voice my class' concerns, suggestions, and questions regarding our education and experience at the university.

Social Media Coordinator & Authour | 01.2018 – Present | BRIDGE | Cambridge, ON

BRIDGE Waterloo Architecture is an organization that engages the students of the University of Waterloo School of Architecture and the community of Cambridge through both a digital and physical presence in the promotion of architecture and design. As an Authour, I publish articles. As the Social Media Coordinator, I plan, post, and monitor BRIDGE's Facebook and Instagram to maximize views.

Orientation Leader | 04.2018 - 09.2018 | University of Waterloo | Cambridge, ON

Created, organized, and ran events throughout Orientation week for the incoming first years to feel welcomed to our campus and encourage long-lasting friendships to form. As a HUGE, I had more responsibilities throughout the Spring term to plan Orientation week.

President of Marketing | 09.2016 – 05.2017 | Jardin | Toronto, ON

Led the marketing team of our Central Ontario Junior Achievement company to learn how to run a business, empower others, and be socially responsible. Through the process of product fabrication, marketing, and selling, our company was nominated for nine awards, one of which was for my leadership in marketing.

## Education

Bachelor of Architectural Studies Honors Co-Op | 2017-Present  
University of Waterloo  
Cambridge, ON N1S 2H4

Ontario Secondary School Diploma | 2014-2017

York Mills Collegiate Institute  
Toronto, ON M3B 1W6  
- French Immersion Certificate  
- Ontario Scholar with 4-year Honor Roll Status  
- Merit Scholarship

## Interests

Sports: Cross Country | Swimming  
Media: Photography | Image & Video Editing  
Dancing: Bachata | Salsa | Hip Hop  
Music: Violin | Singing  
Social Media: Instagram | Facebook

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#### Fabrication

Physical Modeling, Hand Drafting, Laser Cutting, CNC Milling, 3D Printing, Woodworking

#### Languages

English & French (Bilingual), Mandarin (Basic)

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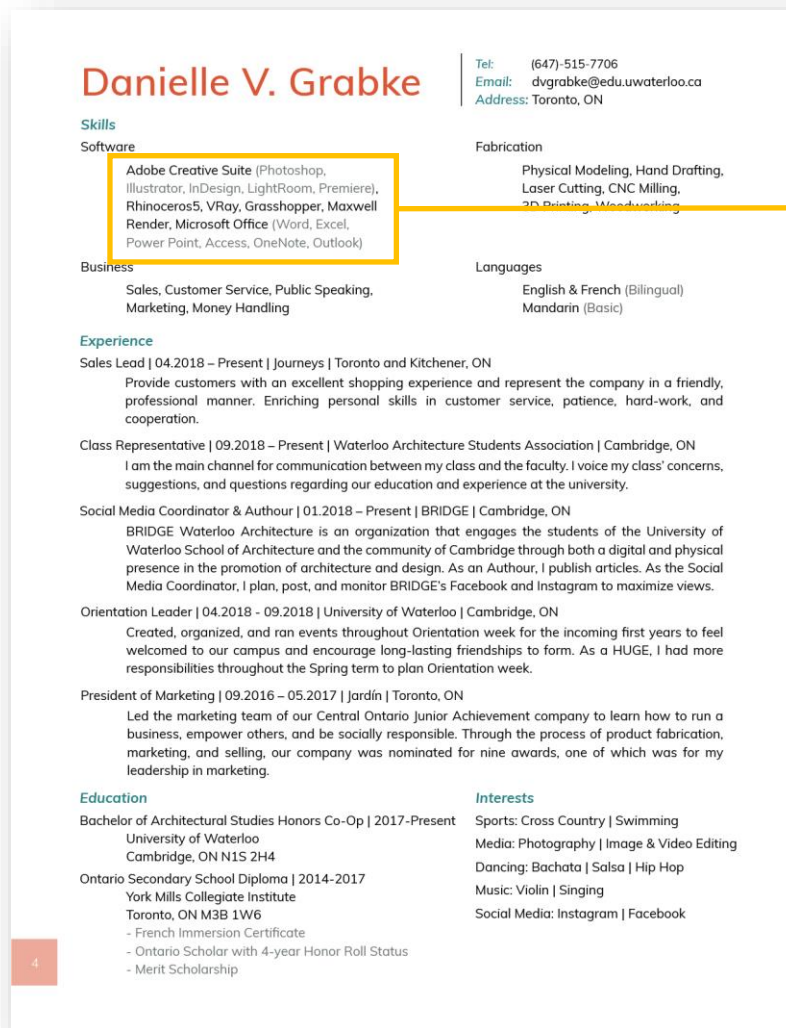
Social Media: Instagram | Facebook

- Address not necessary

1<sup>st</sup> Year CV: Improvements Needed



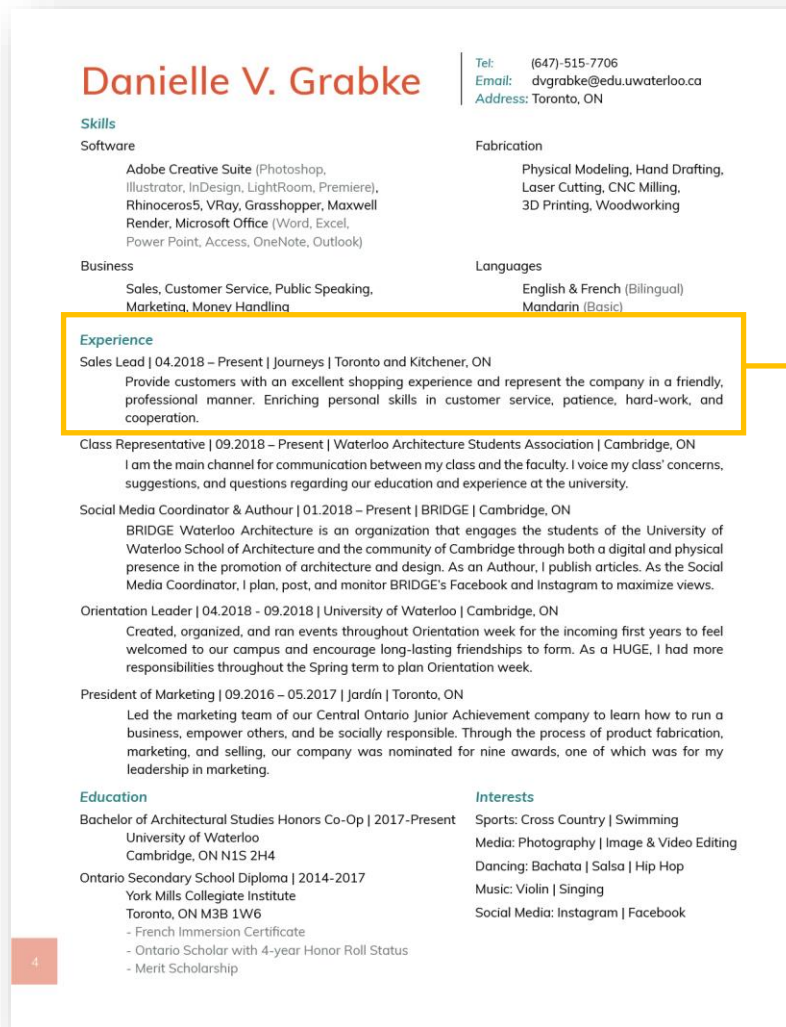




- Unclear; remember they only spend a few seconds scanning through your resume!

1<sup>st</sup> Year CV: Improvements Needed





- Not enough hierarchy

1<sup>st</sup> Year CV: Improvements Needed





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### Interests

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Media: Photography | Image & Video Editing  
Dancing: Bachata | Salsa | Hip Hop  
Music: Violin | Singing  
Social Media: Instagram | Facebook

## Nice to have:

- Personal Interests! Adds character and something to talk about at the interview.



📧 dvrgrabke@uwaterloo.ca  
📞 647-515-7706

# Hello! I'm Dani,

## Work Experience

Jan. 2022 – Apr. 2022  
Vancouver, BC

**MGBA**  
*Architectural Intern*

- Developed Rezoning and Development Permit drawing packages for a new condo, including calculating FSR, iterating massing models, and drawing unit plans.
- Created Revit models from scratch

Jan. 2021 – Aug. 2021  
Montréal, QC

**Architecture49**  
*Étudiante en Architecture*

- Worked fluently in French.
- Solely responsible for modeling a major industrial building in Revit.
- BIM (Building Information Modeling) and data manager for cost estimating.
- Collaborated with architects and six teams of engineering consultants.

Sept. 2019 – Dec. 2019  
New York, NY

**HLW**  
*Interior Design Intern*

- Worked on SD, DD, and CA phases on office renovation projects.
- Built Revit models from CAD drawings, drew construction details, and made Enscape renders
- Compiled furniture bid packages and finish sample boards for clients.

Jan. 2019 – Apr. 2019  
Toronto, ON

**Architecture 49**  
*Architectural Assistant*

- Rendered images in Vray for transportation projects.
- Developed an Accessibility for Ontarians with Disabilities Act (AODA) Compliance Checklist.
- Held meetings with product and material representatives.

## Relevant Skills

Software	Fabrication	Languages
— Revit	Physical Modeling	English (fluent)
— Enscape	Hand Drafting	French (working)
— Rhinoceros	Laser Cutting	
— Vray	CNC Milling	
— AutoCAD	3D Printing	
— SketchUp	Woodworking	
— Adobe Ps, Ai, Id, Lr, Pr		

## Education

Sept. 2022 – Present  
Cambridge, ON

**University of Waterloo**  
*Master of Architecture*

Sept. 2017 – Aug. 2022  
Cambridge, ON

**University of Waterloo**  
*Bachelor of Architectural Studies Honors Co-Op*

## Leadership Involvement

Sept. 2022 – Present  
Cambridge, ON

**BRIDGE Centre for Architecture + Design**  
*Director*

- Coordinate, structure, organize, and run the student-run initiative striving to bridge the gap between the School of Architecture and the community of Cambridge, ON.

Sept. 2022 – Present  
Cambridge, ON

**Mentorship for Architecture Peers**  
*Mentor*

- Discuss academic and professional matters, recommend and refer them to campus resources, and promote healthy mentalities toward school.
- Mentoring 1 group of first-year undergraduate and 1 group of first-year graduate students to aid their transition into the Waterloo Architecture community

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**We Climb (fake) Rocks - Recreational Climbing Club**  
*Organizer*

Sept. 2021 – Present  
Cambridge, ON

**Waterloo Architecture Christian Fellowship**  
*Coordinator*

Sept. 2021 – Dec. 2021  
Jan. 2020 – Apr. 2020

**Waterloo Architecture Students Association**  
*President*

- Coordinate and delegate roles within the Undergraduate Student Council.
- Represent the student body to Cambridge community, faculty, and staff.

May 2019 – Aug. 2019  
Cambridge, ON

**Iconography Play: Leviathan**  
*Producer*

- In ARCH 248 curriculum, I coordinated all 15 production teams, ensured completion on time, delegated tasks, resolved conflicts, and overall, kept spirits up.

Jan. 2018 – Present  
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*Social Media Coordinator + Published Author*

- Plan, post, and monitor BRIDGE's Instagram.
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Nov. 2018 – Sept. 2019  
Cambridge, ON

**University Of Waterloo: Waterloo Orientation Team**  
*Architecture Orientation Coordinator*

- Accountable for executing Architecture Orientation 2019, through budgeting, hiring leaders, monitoring, and surveying.
- Successfully make our students feel a part of the faculty of Engineering despite being a satellite campus from the University of Waterloo.

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- Facilitate communication between class and faculty.
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**Honors with Distinction** graduation at University of Waterloo

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✉ dvrgrabe@uwaterloo.ca  
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**Excellent Academic Standing** at University of Waterloo

## WHAT IS A CV?

- Different from a resume!
- Full list of your work experience, skills, community involvement, education, and achievements
- Typically included in your portfolio
- The first thing an employer will look at is your resume to access your capabilities, THEN they move to your portfolio with your CV included
- Not necessarily two pages, I just have a lot of experience by this point in my life <3





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*Master of Architecture*

Sept. 2017 – Aug. 2022  
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Sept. 2017 – Aug. 2022  
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## A GOOD CV:

- Clear layout
  - Text hierarchy
  - Visual Breaks
  - Succinct descriptions
  - Consistent margins and spaces
- Relevant Content
- ! Should be able to find what you're looking for in a matter of seconds
  - Headings
  - Dates
  - Firm / Position Title
  - Descriptions





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## Contact Information!

- Make this as clear as possible
- First thing on the page





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- Name
  - Preferred vs. Legal?
  - Personally, preferred in portfolio, legal in resume





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## Optional to include:

- **Portrait**
  - Pro: Helps put a face to your work; adds personality
  - Con: Risk of bias!
- **Personally, I use my portrait in my Portfolio and not in my resume**
  - More control over who's seeing it
  - Depending on the firm, if they ask for a resume, they might JUST go through a stack of resumes before opening portfolios







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## Headings :

- **Work Experience**
  - If you don't have much work or community experience, just make one heading cover both! "Experience"
- **Relevant Skills**
  - Software (Rhino, Adobe)
  - Fabrication (Laser cutting, 3D printing)
  - Languages; include level of fluency!
- **Education**
  - NOT AT THE TOP OF THE PAGE
- **Leadership/ Community Involvement**
  - Helps fill up space if you don't have much work experience
  - Don't include High School clubs
- **Achievements**
  - Awards
  - Academic Distinctions, ie. Studio awards
  - Scholarships, even Entrance Scholarships
  - International Experience Awards
- **Include dates!**





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- Descriptions:
  - Short and to the point
  - Start with verbs! “Action Words”
    - Like “coordinate”, “manage”, “create”, “developed”
    - NOT “I” SENTENCES
  - Emphasize your contributions
  - If it’s not necessary, don’t include!





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- BIM (Building Information Modeling) and data manager for cost estimating.
- Collaborated with architects and six teams of engineering consultants.

Sept. 2019 – Dec. 2019  
New York, NY

**HLW**  
*Interior Design Intern*

- Worked on SD, DD, and CA phases on office renovation projects.
- Built Revit models from CAD drawings, drew construction details, and made Enscape renders
- Compiled furniture bid packages and finish sample boards for clients.

Jan. 2019 – Apr. 2019  
Toronto, ON

**Architecture 49**  
*Architectural Assistant*

- Rendered images in Vray for transportation projects.
- Developed an Accessibility for Ontarians with Disabilities Act (AODA) Compliance Checklist.
- Held meetings with product and material representatives.

## Relevant Skills

Software	Fabrication	Languages
Revit	Physical Modeling	English (fluent)
Enscape	Hand Drafting	French (working)
Rhinoceros		
Wway	Laser Cutting	
AutoCAD	CNC Milling	
SketchUp	3D Printing	
Adobe Ps, Ai, Id, Lr, Pr	Woodworking	

## Education

Sept. 2022 – Present  
Cambridge, ON

**University of Waterloo**  
*Master of Architecture*

Sept. 2017 – Aug. 2022  
Cambridge, ON

**University of Waterloo**  
*Bachelor of Architectural Studies Honors Co-Op*

## Leadership Involvement

Sept. 2022 – Present  
Cambridge, ON

**BRIDGE Centre for Architecture + Design**  
*Director*

- Coordinate, structure, organize, and run the student-run initiative striving to bridge the gap between the School of Architecture and the community of Cambridge, ON.

Sept. 2022 – Present  
Cambridge, ON

**Mentorship for Architecture Peers**  
*Mentor*

- Discuss academic and professional matters, recommend and refer them to campus resources, and promote healthy mentalities toward school.
- Mentoring 1 group of first-year undergraduate and 1 group of first-year graduate students to aid their transition into the Waterloo Architecture community

Sept. 2022 – Present  
Cambridge, ON

**We Climb (fake) Rocks - Recreational Climbing Club**  
*Organizer*

Sept. 2021 – Present  
Cambridge, ON

**Waterloo Architecture Christian Fellowship**  
*Coordinator*

Sept. 2021 – Dec. 2021  
Jan. 2020 – Apr. 2020

**Waterloo Architecture Students Association**  
*President*

- Coordinate and delegate roles within the Undergraduate Student Council. Represent the student body to Cambridge community, faculty, and staff.

May 2019 – Aug. 2019  
Cambridge, ON

**Iconography Play: Leviathan**  
*Producer*

- In ARCH 248 curriculum, I coordinated all 15 production teams, ensured completion on time, delegated tasks, resolved conflicts, and overall, kept spirits up.

Jan. 2018 – Present  
Cambridge, ON

**BRIDGE Centre for Architecture + Design**  
*Social Media Coordinator + Published Author*

- Plan, post, and monitor BRIDGE's Instagram.
- Publish articles and photograph events.

Nov. 2018 – Sept. 2019  
Cambridge, ON

**University Of Waterloo: Waterloo Orientation Team**  
*Architecture Orientation Coordinator*

- Accountable for executing Architecture Orientation 2019, through budgeting, hiring leaders, monitoring, and surveying.
- Successfully make our students feel a part of the faculty of Engineering despite being a satellite campus from the University of Waterloo.

Sept. 2018 – Aug. 2019  
Cambridge, ON

**Waterloo Architecture Students Association**  
*Class Representative*

- *Facilitate communication between class and faculty.*
- Voice class' concerns, suggestions, and questions.

## Achievements

Aug. 2022

**Honors with Distinction** graduation at University of Waterloo

Sept. 2021

**Recipient of the Jim Kalbfleisch Award**

Aug. 2020

**First Place** in BREWED Competition hosted by uni.xyz

Feb. 2020

**Finalist** in Expand Your Empire Case Competition

May 2019

**Best Original Design** in Construction Toronto

July 2018

**Employee of the Month** at Journeys

Sept. 2017 – Aug. 2022

**Excellent Academic Standing** at University of Waterloo

## Optional to include:

- **Skill Scale**
  - **Pro:** Visually communicates your skills; Shows off your level of expertise; Good if you're hoping to work on a specific software
  - **Con:** Admits low level of expertise; Balancing between being humble and bragging





# Danielle Grabke

@ dvgrabke@uwaterloo.ca  
647-515-7706

## Work Experience

- Jan. 2022 – Apr. 2022  
Vancouver, BC  
**MGBA**  
*Architectural Intern*  
Developed Rezoning and Development Permit drawing packages  
Calculating FSR, iterating massing models, and drawing unit plans  
Created Revit models from scratch
- Jan. 2021 – Aug. 2021  
Montréal, QC  
**Architecture99 - Montréal**  
*Etudiante Architecte*  
Solely responsible for modeling and managing the Revit model for a major industrial building, BIM and data manager for cost estimating. Collaborated with architects and six teams of engineering consultants fluently in French.
- Sept. 2019 – Dec. 2019  
New York, NY  
**HIW**  
*Interior Design Intern*  
Worked on SD, DD, and CA phases on a variety of office renovation projects. Built Revit models from CAD drawings, drew construction details. Compiled furniture bid packages, finish sample boards, made renders for clients.
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**Architecture99 - Toronto**  
*Architectural Assistant*  
Focused on transportation projects; creating renderings in Vray, construction details in Revit. Developed ADA Compliance Checklist. Held meetings with product and material representatives.

## Leadership Involvement

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*Director*
- Jan. 2020 – Dec. 2021  
Cambridge, ON  
**Waterloo Architecture Students Association**  
*President*
- Jan. 2018 – Present  
Cambridge, ON  
**BRIDGE Centre for Architecture + Design**  
*Social Media Coordinator + Published Author*
- Nov. 2018 – Sept. 2019  
Cambridge, ON  
**University Of Waterloo**  
*Architecture Orientation Committee*
- May 2019 – Aug. 2019  
Cambridge, ON  
**Iconography Play: Leviathan**  
*Producer*
- Sept. 2018 – Aug. 2019  
Cambridge, ON  
**Waterloo Architecture Students Association**  
*Class Representative*

## Education

- Sept. 2022 – Present  
Cambridge, ON  
**University of Waterloo**  
*Master of Architecture*
- Sept. 2017 – Aug. 2022  
Cambridge, ON  
**University of Waterloo**  
*Bachelor of Architectural Studies Honors Co-Op*

## Relevant Skills

- Software**  
Revit (BIM)  
Enscape  
RhinoCeros  
Vray  
AutoCAD  
SketchUp  
Adobe Ps, Ai, Id, Lr, Pr
- Fabrication**  
Physical Modeling  
Hand Drafting  
Laser Cutting  
CNC Milling  
3D Printing  
Woodworking
- Languages**  
English (fluent)  
French (intermediate)

## Achievements

- Aug. 2022  
**Honors with Distinction** |  
Graduation at University of Waterloo
- Sept. 2021  
**Recipient** |  
of the Jim Kalbfleisch Award
- Aug. 2020  
**Winner** |  
BREWED Cafe Design Competition
- Feb. 2020  
**Finalist** |  
Expand Your Empire Case Competition
- May 2019  
**Best Original Design** |  
Construction Toronto
- July 2018  
**Employee of the Month** |  
Journeys Canada
- Sept. 2017 - Aug. 2022  
**Excellent Academic Standing** |  
University of Waterloo

## A GOOD RESUME:

- Similar to CV, but ONE PAGE
- Clear layout
  - Text hierarchy
  - Visual Breaks
  - Succinct descriptions
  - Consistent margins and spaces
- Relevant Content
- ! This is the first thing an employer will look at

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**MGBA**  
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*President*

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**BRIDGE Centre for Architecture + Design**  
*Social Media Coordinator + Published Author*

Nov. 2018 – Sept. 2019  
Cambridge, ON  
**University Of Waterloo**  
*Architecture Orientation Committee*

May 2019 – Aug. 2019  
Cambridge, ON  
**Iconography Play: Leviathan**  
*Producer*

Sept. 2018 – Aug. 2019  
Cambridge, ON  
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*Class Representative*

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Sept. 2022 – Present  
Cambridge, ON  
**University of Waterloo**  
*Master of Architecture*

Sept. 2017 – Aug. 2022  
Cambridge, ON  
**University of Waterloo**  
*Bachelor of Architectural Studies Honors Co-Op*

## Relevant Skills

### Software

Revit (BIM)  
Enscape  
RhinoCeros  
Vray  
AutoCAD  
SketchUp  
Adobe Ps, Ai, Id, Lr, Pr

### Fabrication

Physical Modeling  
Hand Drafting  
Laser Cutting  
CNC Milling  
3D Printing  
Woodworking

### Languages

English (fluent)  
French (intermediate)

## Achievements

Aug. 2022  
**Honors with Distinction** |  
Graduation at University of Waterloo

Sept. 2021  
**Recipient** |  
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**Finalist** |  
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May 2019  
**Best Original Design** |  
Construction Toronto

July 2018  
**Employee of the Month** |  
Journeys Canada

Sept. 2017 - Aug. 2022  
**Excellent Academic Standing** |  
University of Waterloo

- One page
- Full name on top
- No picture

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*Social Media Coordinator + Published Author*
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**University Of Waterloo**  
*Architecture Orientation Committee*
- May 2019 – Aug. 2019  
Cambridge, ON  
**Iconography Play: Leviathan**  
*Producer*
- Sept. 2018 – Aug. 2019  
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## Relevant Skills

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Revit (BIM)  
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- Fabrication**  
Physical Modeling  
Hand Drafting  
Laser Cutting  
CNC Milling  
3D Printing  
Woodworking
- Languages**  
English (fluent)  
French (intermediate)

## Achievements

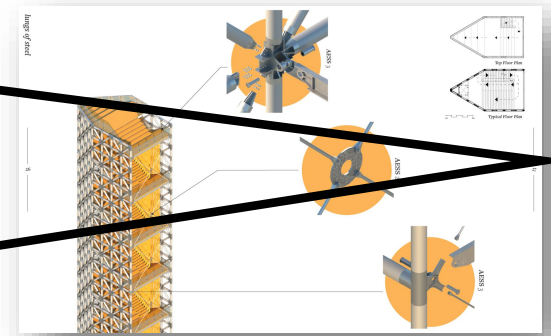
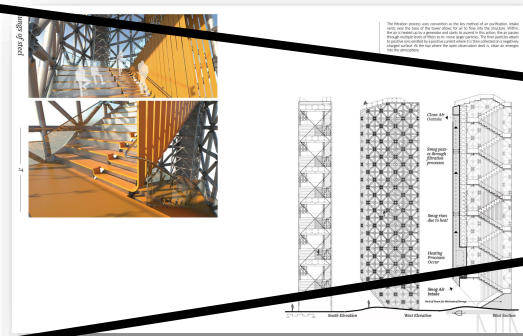
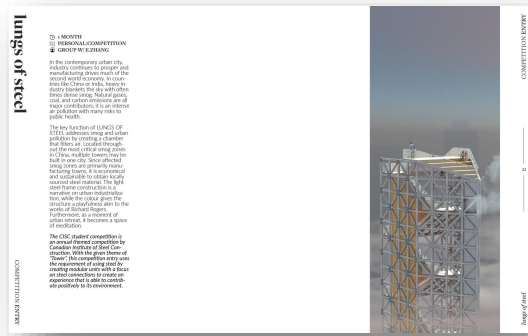
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**Best Original Design** |  
Construction Toronto
- July 2018  
**Employee of the Month** |  
Journeys Canada
- Sept. 2017 - Aug. 2022  
**Excellent Academic Standing** |  
University of Waterloo

- Remove descriptions for involvement
- Removed less important community involvement

Overall, Parti

Elaborate

Specifics, Details



Imagine the way you would explain a project to a friend. In interviews, you will be walking your interviewers through a project, so you should structure your pages in order to explain them.

How to Structure a Project



🕒 1 MONTH  
 👤 PERSONAL/COMPETITION  
 📍 GROUP W/ E.ZHANG

In the contemporary urban city, industry continues to prosper and manufacturing drives much of the second world economy. In countries like China or India, heavy industry blankets the sky with often times dense smog. Natural gases, coal, and carbon emissions are all major contributors; it is an intense air pollution with many risks to public health.

The key function of LUNGS OF STEEL addresses smog and urban pollution by creating a chamber that filters air. Located throughout the most critical smog zones in China, multiple towers may be built in one city. Since affected smog zones are primarily manufacturing towns, it is economical and sustainable to obtain locally sourced steel material. The light steel frame construction is a narrative on urban industrialization, while the colour gives the structure a playfulness akin to the works of Richard Rogers. Furthermore, as a moment of urban retreat, it becomes a space of meditation.

*The CISC student competition is an annual themed competition by Canadian Institute of Steel Construction. With the given theme of "Tower", this competition entry uses the requirement of using steel by creating modular units with a focus on steel connections to create an experience that is able to contribute positively to its environment.*



A GOOD INTRODUCTION PAGE:

- Consistent layout
  - Information is in the same place every time



# lungs of steel

🕒 1 MONTH  
👤 PERSONAL/COMPETITION  
👥 GROUP W/ E.ZHANG

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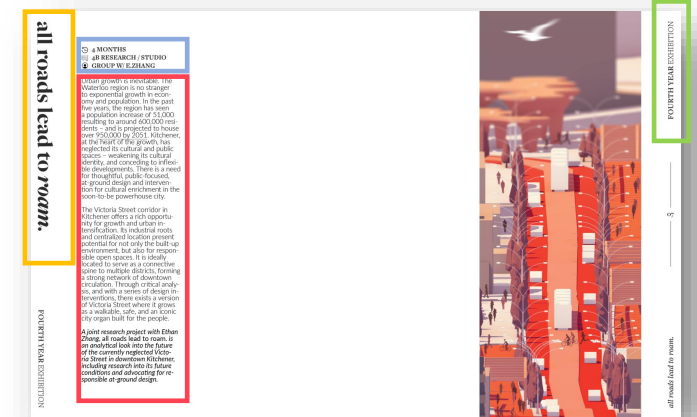
COMPETITION ENTRY

21

lungs of steel

## A GOOD INTRODUCTION PAGE:

- Consistent layout
- Information is in the same place every time



## Anatomy of a Project Introduction Page

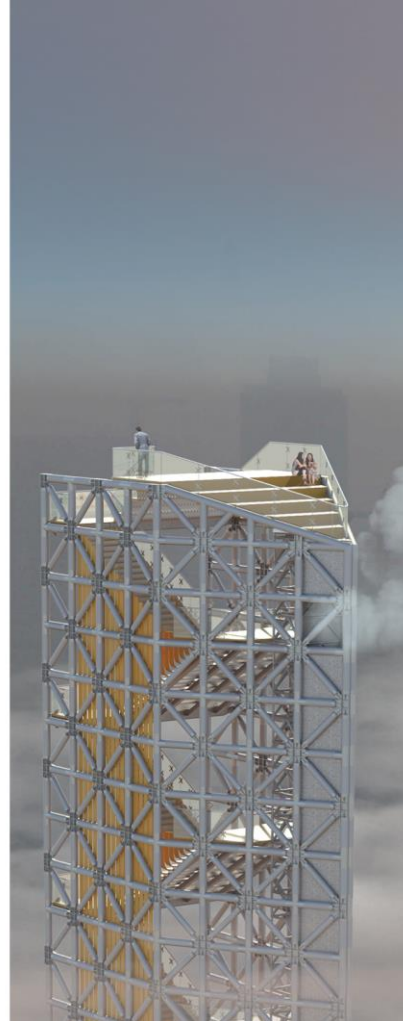


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## A GOOD INTRODUCTION PAGE:

- Consistent layout
  - Information is in the same place every time
- Clean layout
- Clear title

🕒 1 MONTH  
 👤 PERSONAL/COMPETITION  
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In the contemporary urban city, industry continues to prosper and manufacturing drives much of the second world economy. In countries like China or India, heavy industry blankets the sky with often times dense smog. Natural gases, coal, and carbon emissions are all major contributors; it is an intense air pollution with many risks to public health.

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COMPETITION ENTRY

21

lungs of steel

- Project Title
- Should summarize your parti/project in one/a couple of words
- Does the title matter much? ˘(˘)˘



🕒 1 MONTH  
👤 PERSONAL/COMPETITION  
👥 GROUP W/ E.ZHANG

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COMPETITION ENTRY

21

lungs of steel

## Nice to have:

- Subheading
- What kind of project is this? What year was this made in? Competition?
- Information at a glance

🕒 1 MONTH  
👤 PERSONAL/COMPETITION  
👥 GROUP W/ E.ZHANG

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- Page number
- Or some indication where you are in the portfolio

# Anatomy of a Project Introduction Page



🕒 1 MONTH  
👤 PERSONAL/COMPETITION  
👥 GROUP W/ E.ZHANG

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- Eye-catching graphic of your project
- Enough to give intrigue to keep reading, but also give a good snapshot of the project

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 📄 PERSONAL/COMPETITION  
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- Overview of Project
- Can be used instead of subheading
- Length of project time
- What purpose project was done (studio project? Competition? Personal?)
- Group members (if any)

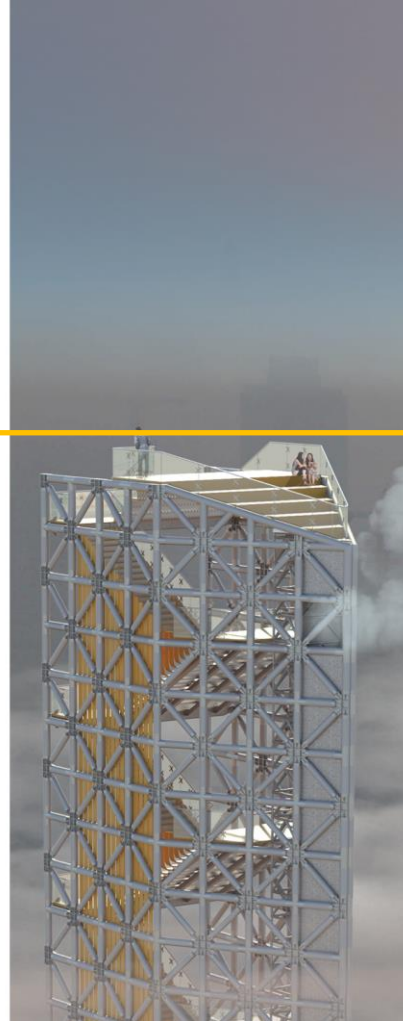


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COMPETITION ENTRY

21

lungs of steel

- Description of Project
- This description should include everything important about your project. How would you start describing this project at the beginning of your final critique?

🕒 1 MONTH  
 👤 PERSONAL/COMPETITION  
 👥 GROUP W/ E.ZHANG

In the contemporary urban city, industry continues to prosper and manufacturing drives much of the second world economy. In countries like China or India, heavy industry blankets the sky with often times dense smog. Natural gases, coal, and carbon emissions are all major contributors; it is an intense air pollution with many risks to public health.

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Nice to have:

- TL;DR of project
- If employer is skimming, may be nice to have a summary of the description. If it catches intrigue, may get them to read the description.
- Bolded, at the end (mine isn't bold enough!)

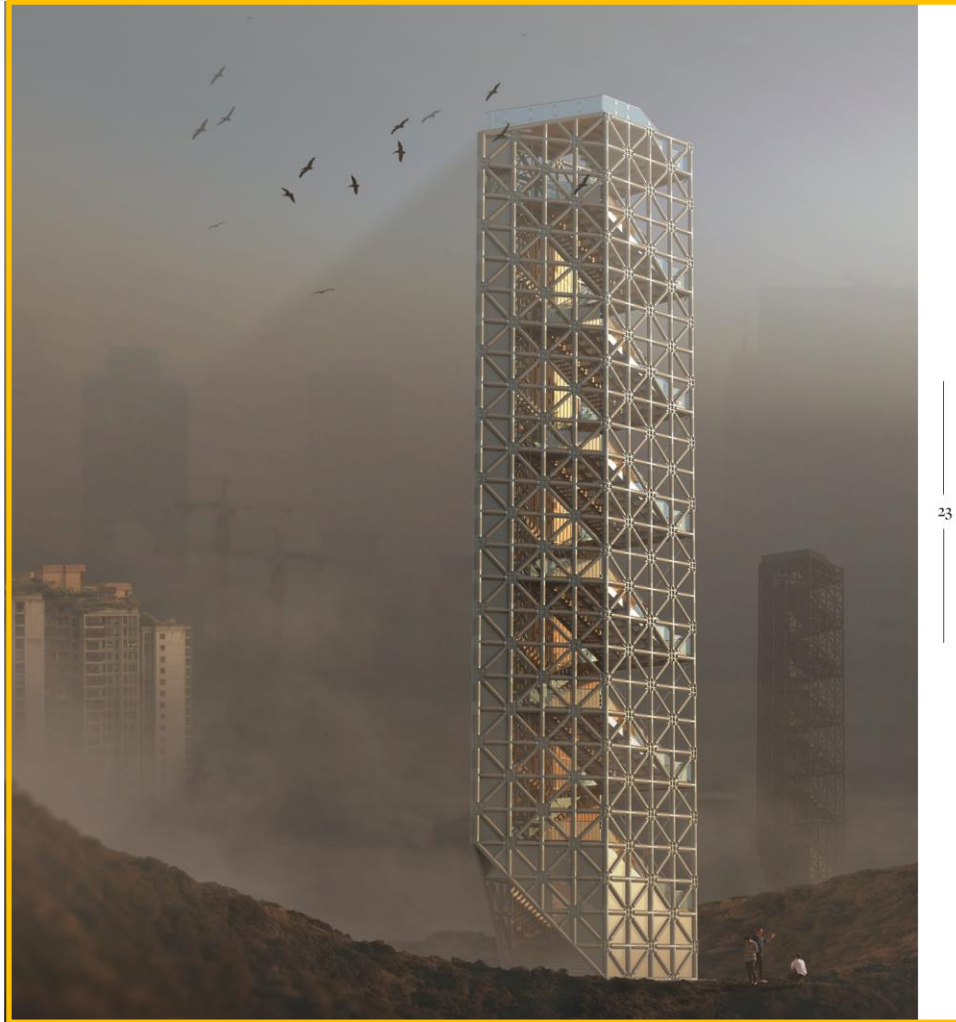


# Anatomy of a Project Introduction Page



While the Lungs of Steel are designed for assembly in any cities that require air purification, an intended destination for Lung of Steel Towers is the city of TangShan in China. As one of the oldest industrial cities in the country and a leading exporter of steel, the residents in the city are left with high densities of smog on a daily basis. Being able to source the materiality locally would help mitigate needless carbon emission while positively impacting the quality of life of the local residents.

In the proposed site plan below, the towers are placed around the city in order to contain and purify carbon emissions. Through analyzing TangShan's annual wind studies, strategic placements for the towers have been located in areas where they would catch the greatest amount of air flow.



### First page: overview of project.

- As someone's flipping through the project, what's the best image to use to allow them to understand what the project is/looks like?
- This can be on the title page (see next sample)

While the Lungs of Steel are designed for assembly in any cities that require air purification, an intended destination for Lung of Steel Towers is the city of TangShan in China. As one of the oldest industrial cities in the country and a leading exporter of steel, the residents in the city are left with high densities of smog on a daily basis. Being able to source the materiality locally would help mitigate needless carbon emission while positively impacting the quality of life of the local residents.

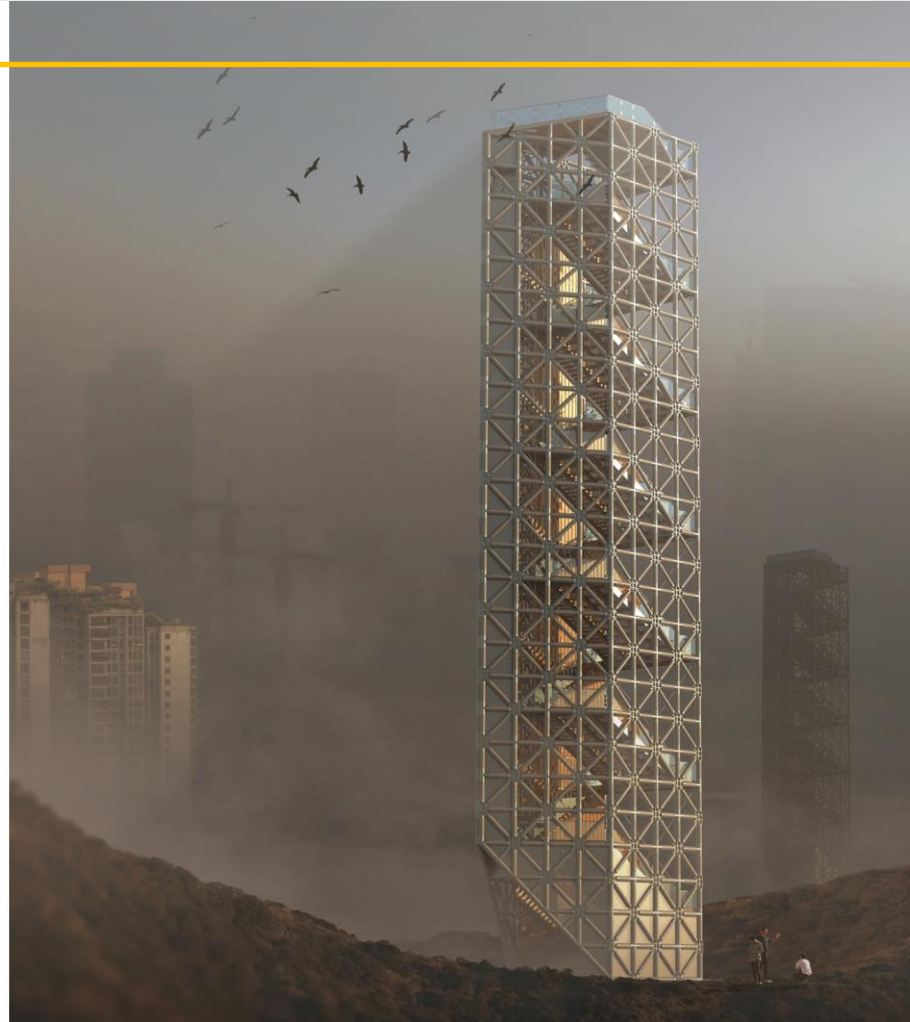
In the proposed site plan below, the towers are placed around the city in order to contain and purify carbon emissions. Through analyzing TangShan's annual wind studies, strategic placements for the towers have been located in areas where they would catch the greatest amount of air flow.



- First page: any 'big picture' details, parti diagrams, etc. should come first.

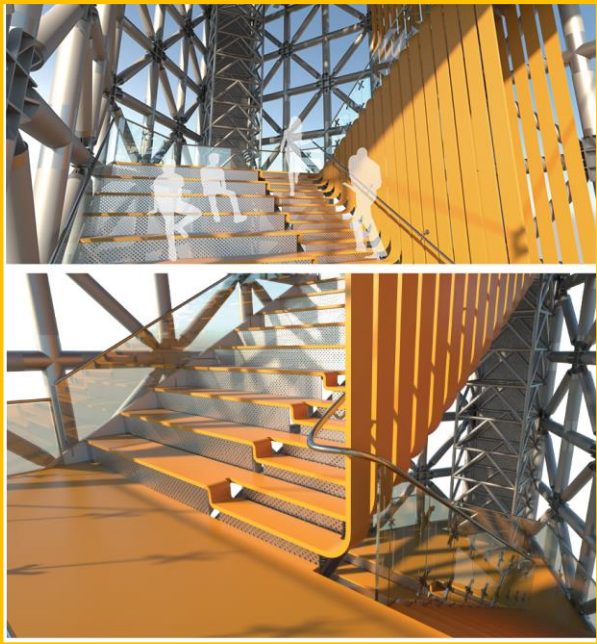
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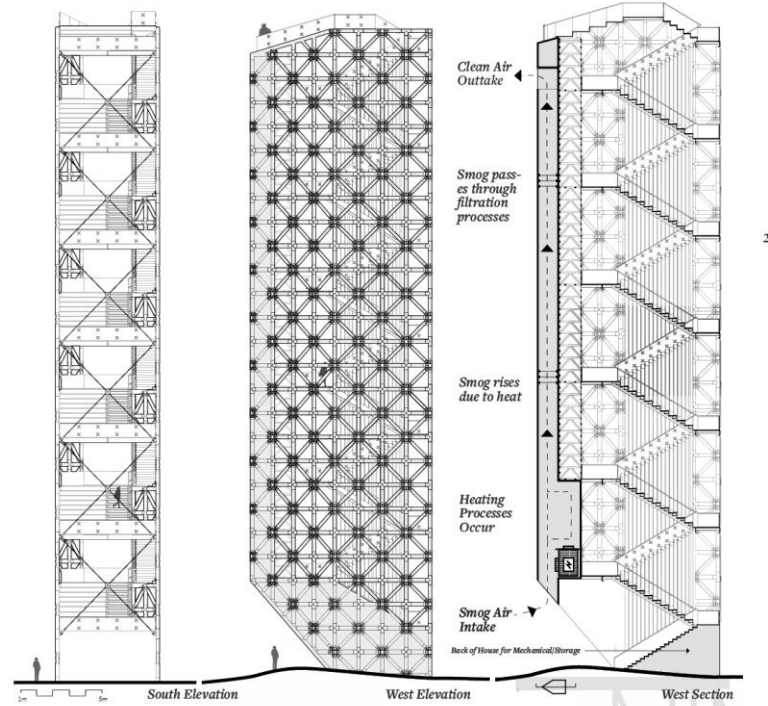


- Note: you can have text explain what's being shown on the page.
- **Do not expect your interviewers to read this text.**
  - They may if they are interested, likely will only read the introductory description.
- You can use text like this to add compositional elements to your spread.
- Use sparingly!! Do not overwhelm with text.





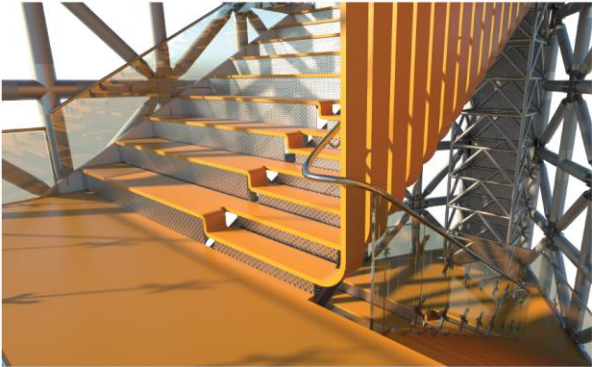
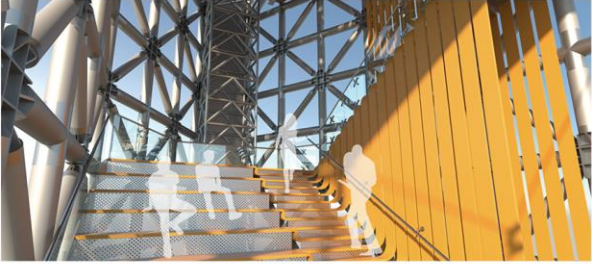
The filtration process uses convection as the key method of air purification. Intake vents near the base of the tower allows for air to flow into the structure. Within, the air is heated up by a generator and starts to ascend in this action, the air passes through multiple levels of filters to re-move larger particles. The finer particles attach to positive ions emitted by a positive current where it is then collected on a negatively charged surface. At the top where the open observation deck is, clean air emerges into the atmosphere.



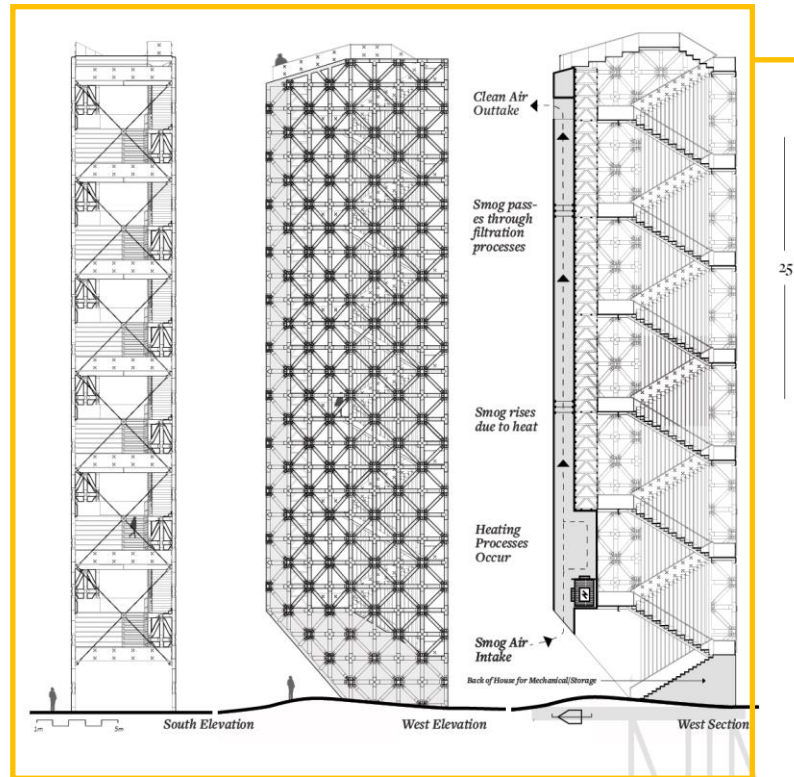
Subsequent pages:

- Images that explain your project in further detail
- Detail/interior Renders



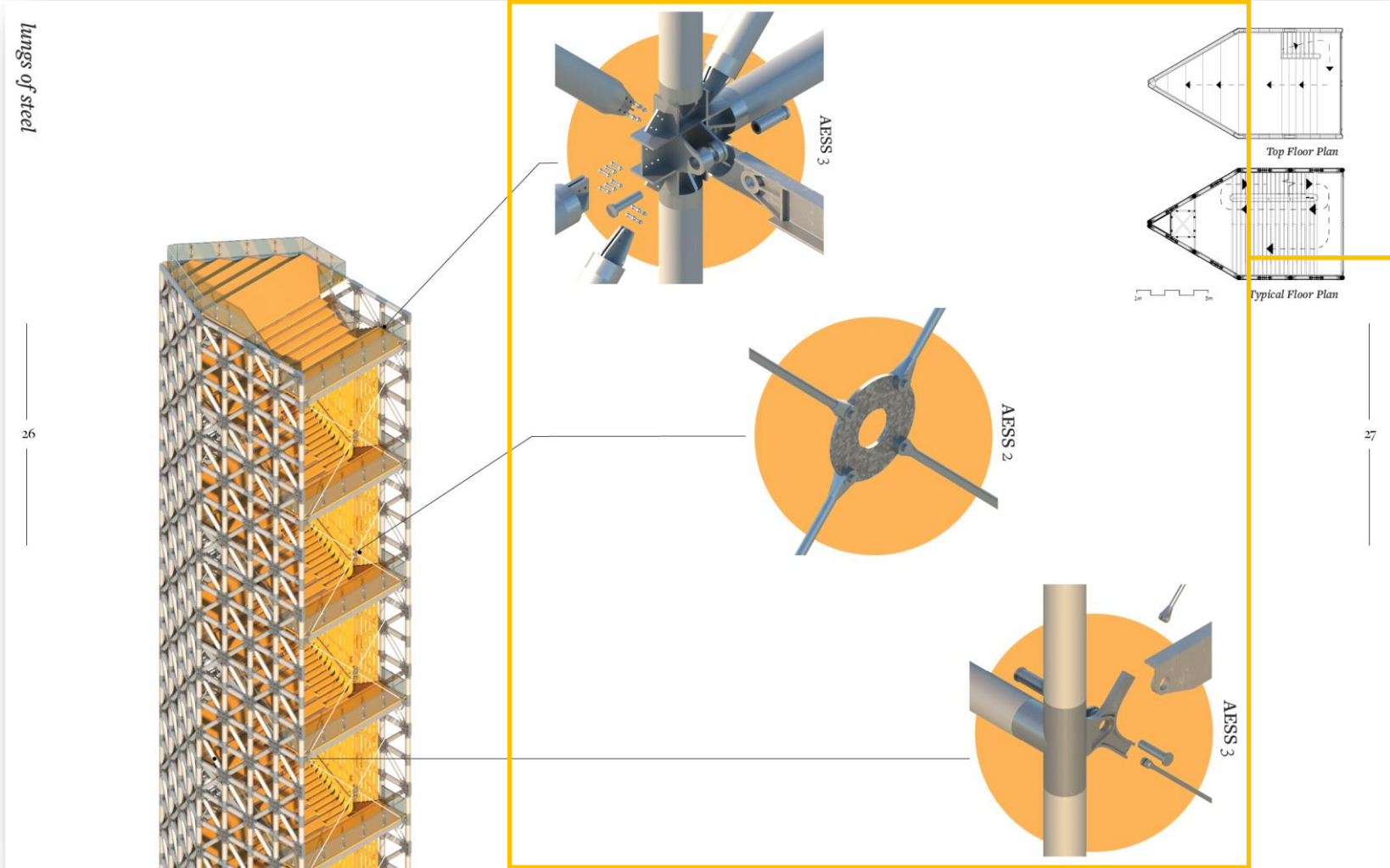


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### Subsequent pages:

- Plans, Elevations
- Then, after these are introduced, sections



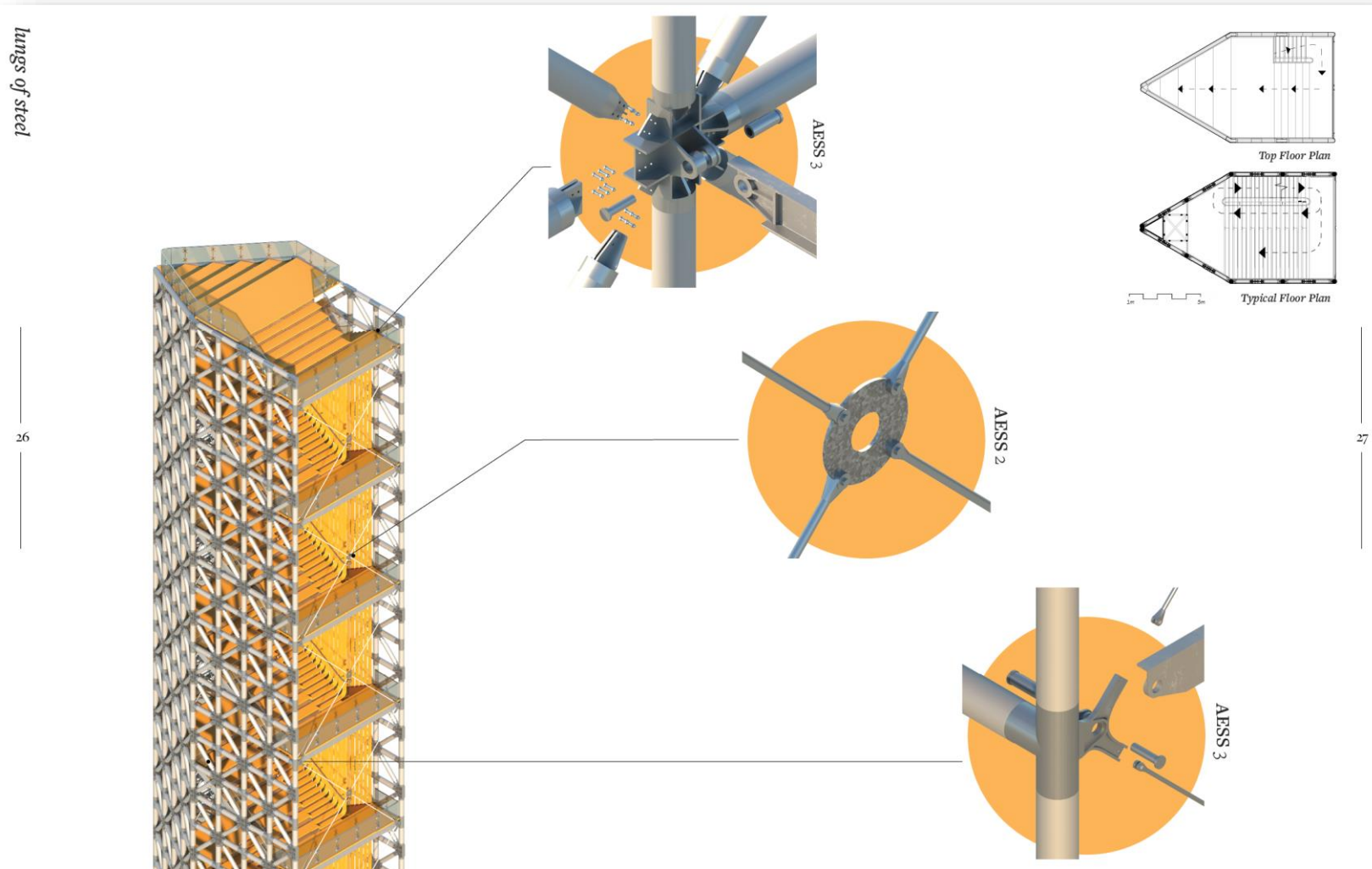
**Last pages**

- Specifics of your project
- Detailing, wall sections, etc.
- Note: if the detailing/technical aspects of your building is important to your design, **show them first, not last.**
- These pages should have information you are okay with reviewers skipping over.

Supporting Project Page – Details







Supporting Project Page – Details

### What skills does this project show off?

- Capable of modelling complex geometries
- Knowledge of steel connections + AESS distinctions
- Research oriented design
- Graphic capabilities
- Initiative taken to enter competitions beyond school!





3

## Village Cafe

Located in Vienna, Austria, Village Cafe brings everyone together to enjoy a cup of coffee whether they prefer an espresso, a latte, or an iced coffee. The design splits the café into six different "houses", each offering various programmatic uses, offering a sense of agency in their surroundings. Each house is designed for specific gathering types, allowing the customer to have a sense of familiarity and control within each condition. Before stepping into these spaces, the individual passes under a glass canopy flanking the edges of each house. The continuous skylight offers a direct connection between human and nature while providing shelter from the elements. The houses, in turn, give a sense of home as it invites diverse customers to enjoy a cup of coffee.

August 2020  
BREWED Competition  
In collaboration with Chris Qiu  
First Place Winner

- Introduction page and 'overview' image of project both the same.
- This is an efficient way to consolidate pages.
- Renders give a semblance of what this project is; a café off a road that has level changes and uses wood.





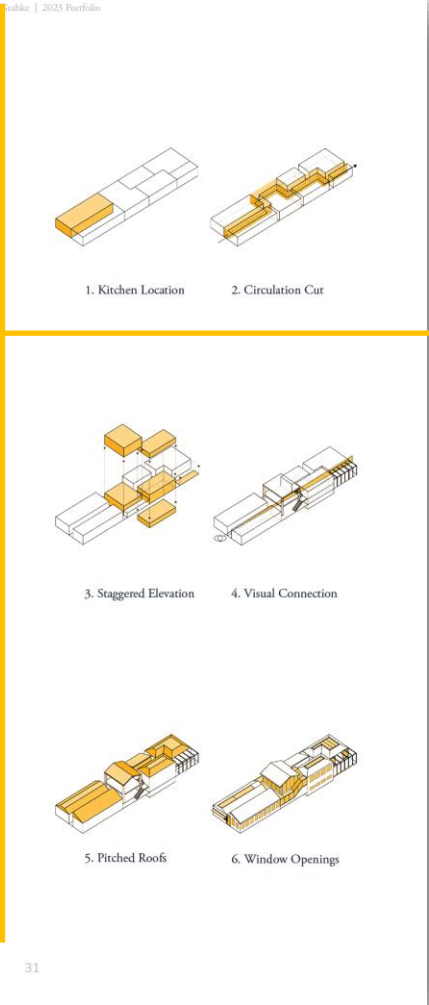
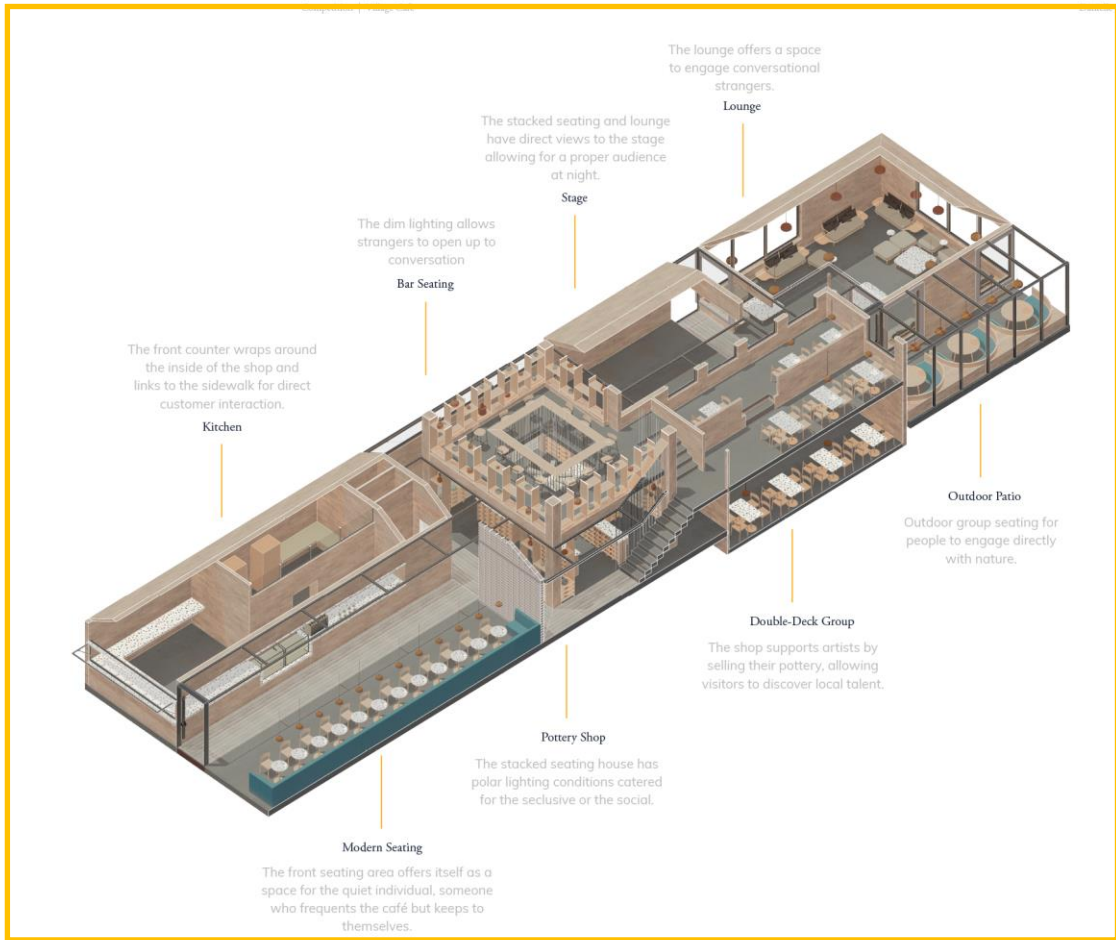
3

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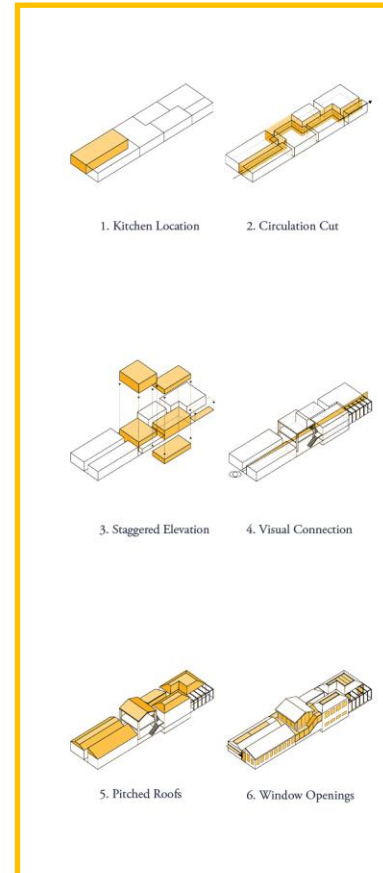
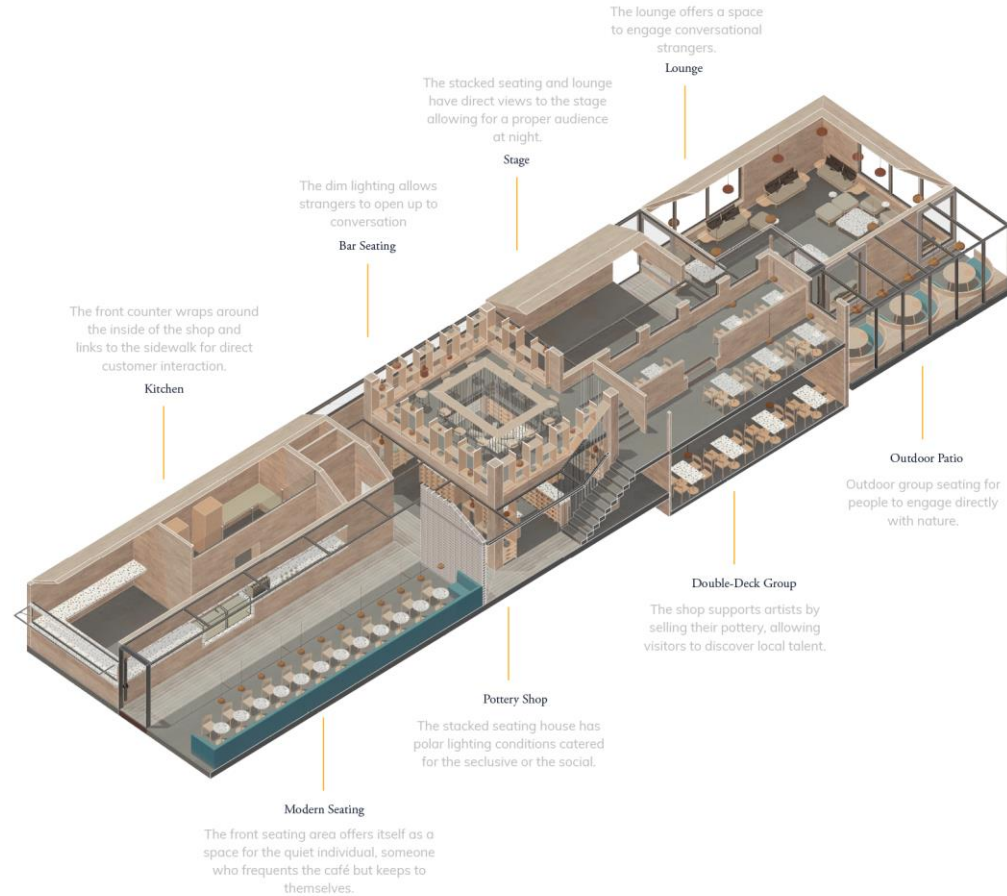
- Name
- Description
- Overview of project (when, why, with who)
- If project won awards/was exhibited/part of a competition, mention it!



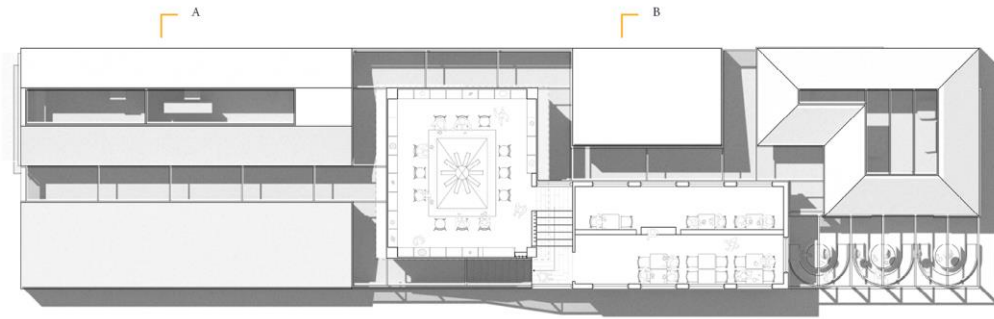
### What to put on the first page?

- Think about the parti of your project, what does it mainly focus on? What drawing would best convey it?
- Project focuses on circulation and components, **axo** best used!
  - Also why we used axos for the parti diagram

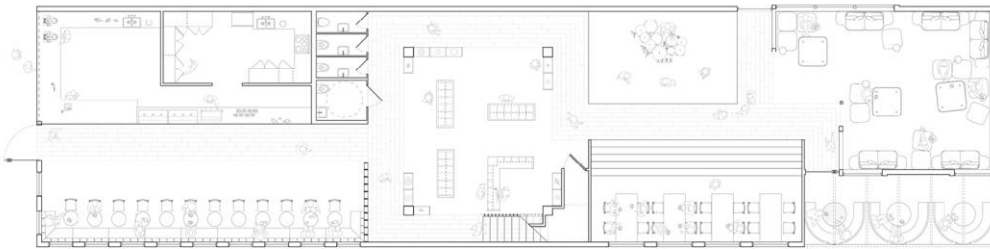




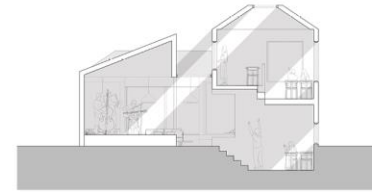
- Parti diagrams; good for explaining concept (especially without text)



Second Floor



First Floor

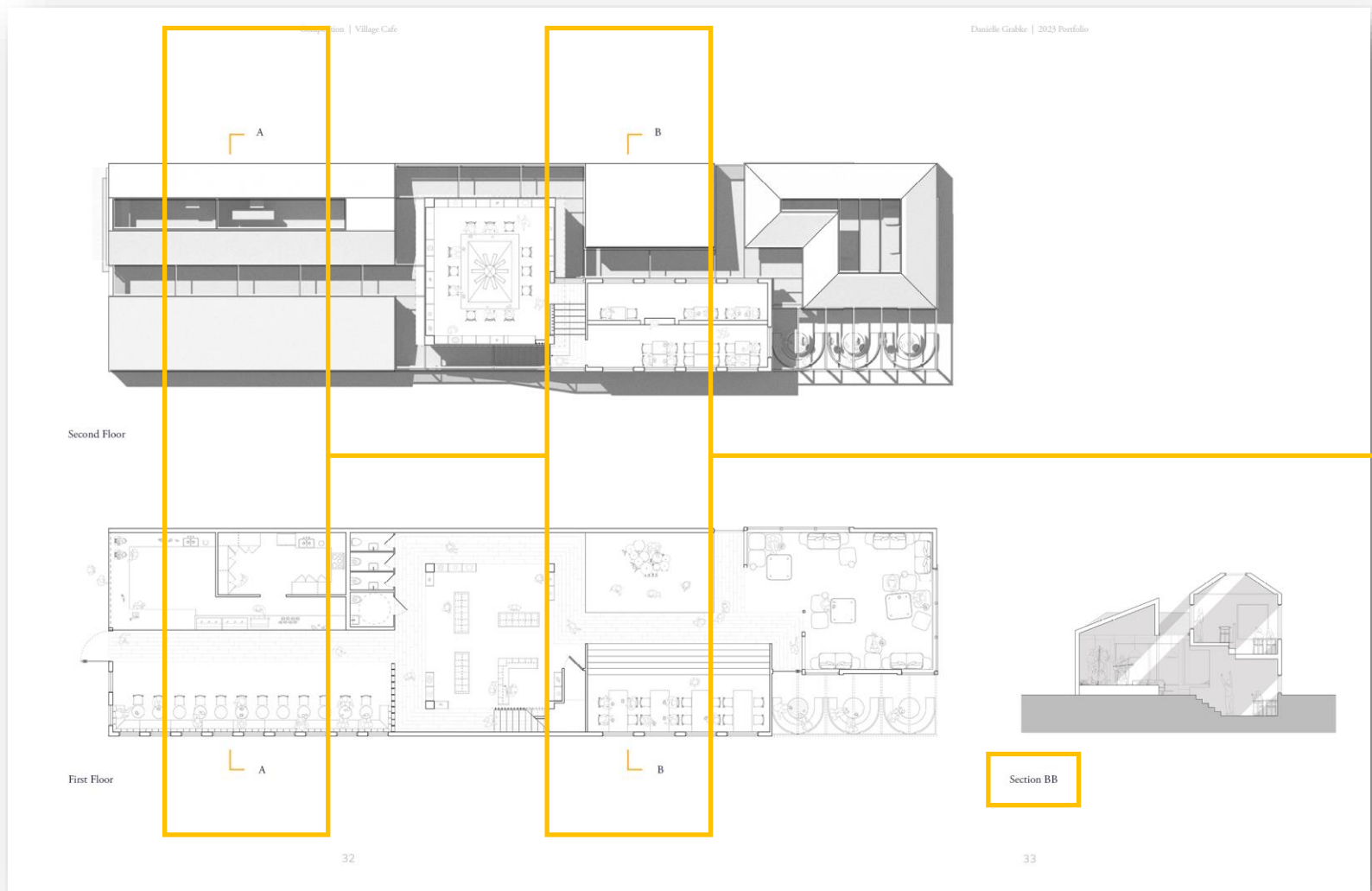


Section BB

Now that they understand the key point of the project...

- Here are plans to look into my project further
- **Remember: it takes time to “read” plans/sections.** Do not assume they can understand your plan right away!

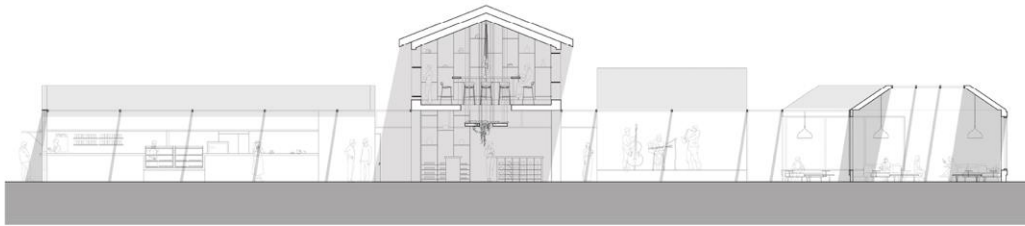




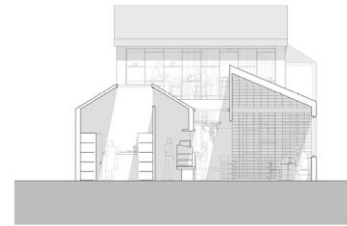
- Section cuts on plans: important!  
Allows reader to reference where section is cut.
- Labelled (AA, BB)

# Supporting Project Page – Explanation/Details





Long Section



Section AA

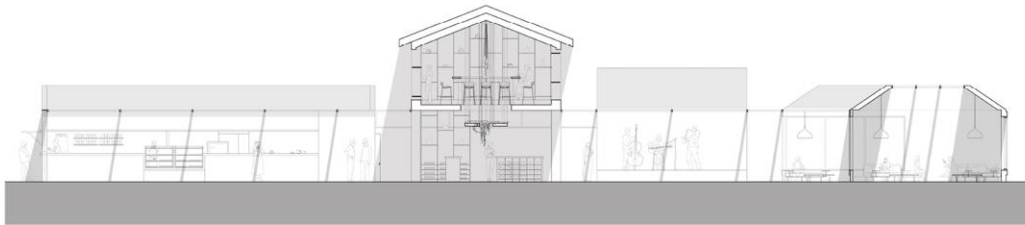


Side Elevation



Front Elevation

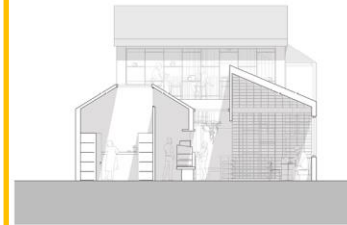
- Sections on the same ground level aligned in spread
- **ADD A GAP** in the section line
  - Or else it would technically read like there are two buildings
  - Even if it's obvious to you, it won't be obvious to someone else



Long Section



Side Elevation



Section AA



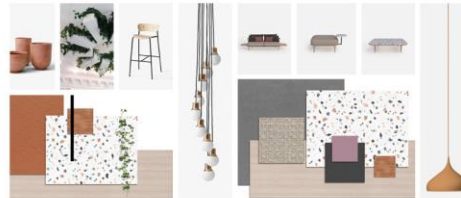
Front Elevation

- Section + elevation aligned vertically – visually understand how this section is being cut and it's relationship to the facade



Seating Area Material + Furniture Palette

Outdoor Patio Material + Furniture Palette



Pottery Shop Material + Furniture Palette

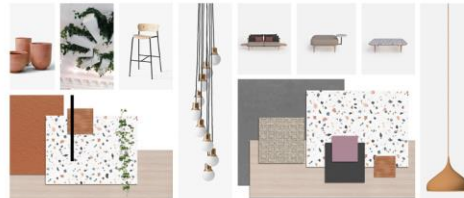
Lounge Material + Furniture Palette

- Lastly, fun parts about projects!
- In my case, my partner worked on the renders, so I included them in a way that brings emphasis to my contribution... the material palette!



Seating Area Material + Furniture Palette

Outdoor Patio Material + Furniture Palette



Pottery Shop Material + Furniture Palette

Lounge Material + Furniture Palette

### What skills does this project show off?

- Competition winner – excel in design + graphics for competitions
  - Initiative taken to enter competitions beyond school
- Work with materiality + tectonics
- Solid grasp on plans, sections, elevations – attractive for firms
- Able to work as part of a team and project manage

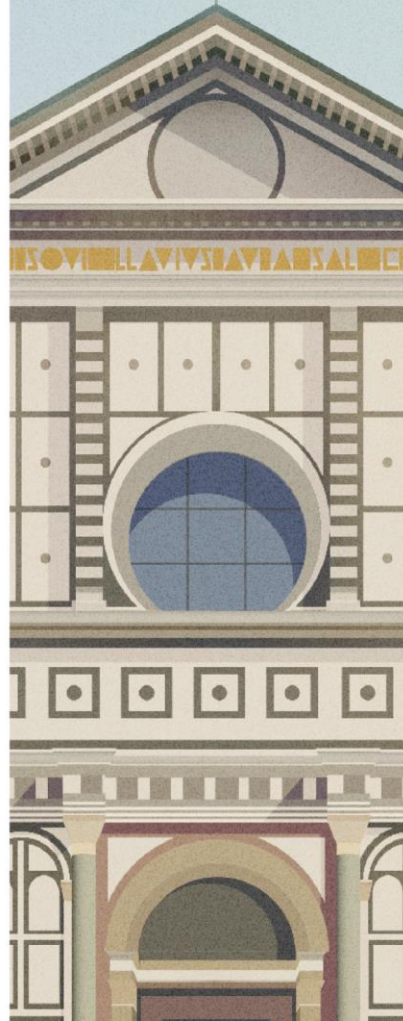




- 🕒 2<sup>ND</sup> YEAR – CURRENT
- 📁 PERSONAL/PROFESSIONAL WORK
- 👤 INDIVIDUAL

*Additional selected works. Contains professional work from previous internship positions varying from 2018-2020, on projects I had participated on and my responsibilities within each role. For a more detailed description of my responsibilities, please refer to my portfolio.*

*In addition to my professional work, included are personal projects taken up for my self interest.*



**This section of portfolio serves a couple of functions:**

- !! To show off skills that are transferable into the workplace !!
- To show your interests outside of architecture, meaning you take initiative to do things on your own and not just what is required
- Show your personality! Allows you to stand out.





Originally started as a sketchbook challenge done during my co-op term in NYC, a sketchbook log is kept during co-ops in the aims to fill full sketchbooks and thus learning how to draw. These are some exercises completed during my travels in my last two co-ops, including sketches from NYC, Paris, and Prague.

SKETCHES



15 MAY  
02 11 18  
METZGERSHAIN MÜNCHEN  
07 02 7



- **Function this serves:** demonstrates ability to communicate clearly through sketching, initiative of pursuing a hobby outside of school
- Architectural sketches/urban sketching preferred
- If this isn't your strong suit, don't include.

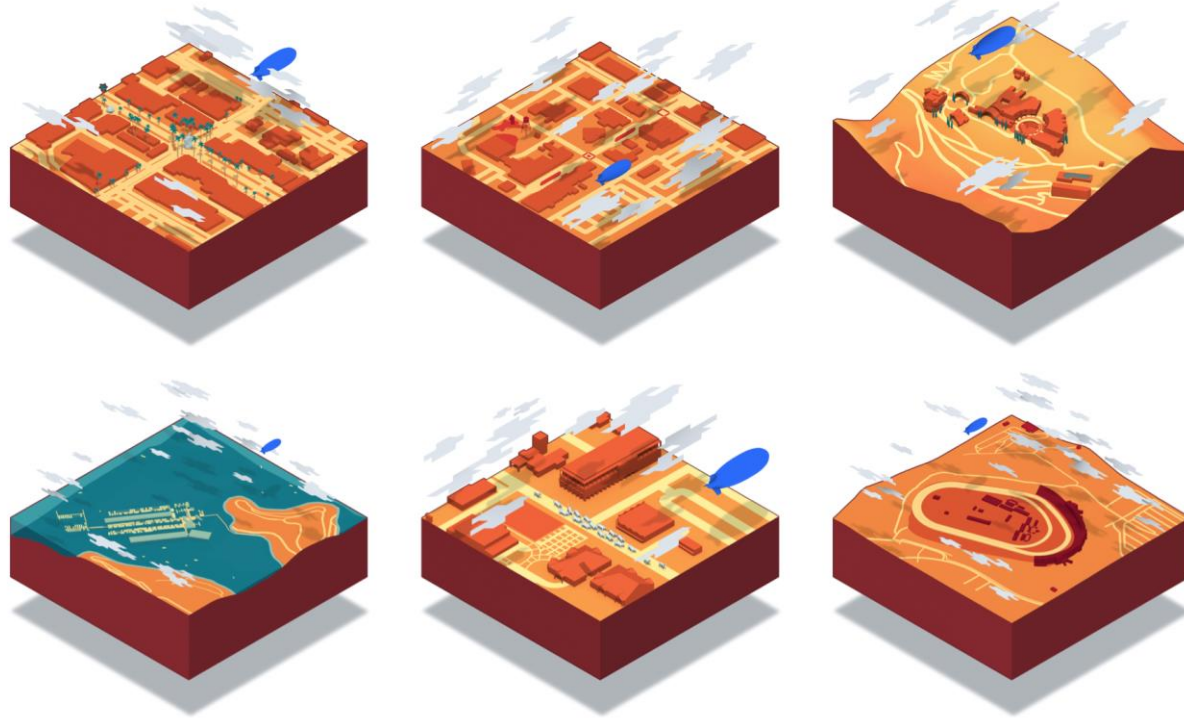
# Personal Projects – Sketches





An illustration of Santa Maria Novella, mimicking the composition of Urbino's The Ideal City, taking inspiration from The Delivery of the Keys fresco, and using a unique illustrative style. One point perspective was something I really wanted to employ to synthesize Alberti's works of documenting methods of representation of perspective and an architectural work he contributed on into one illustration.

- **Function this serves:** pursuing a hobby outside of school (if not a school project), in this case's illustration, shows off proficiency in Illustrator
- Bonus points for architecture
- Avoid drawings/illustrations of non-architecture subjects (such as character illustrations) UNLESS you have a good justification.



In this series, a client requested a set of illustrations to commemorate and celebrate Phoenix, Arizona. Thus, around 8 axonometrics were created of different areas of Phoenix that exemplify its unique character. These were also then animated to create a floating effect in After Effects.

FREELANCE

- **Function this serves:** shows off freelance work, this project demonstrates ability to model in Rhino, project manage, work in a team.
- Including these kinds of projects can give visual association to your resume! Easier for employer to remember.

# Personal Projects – Freelance





Shown above: Renders by NBBJ for Coney Island Hospital.

**N B B J**

**CONEY ISLAND HOSPITAL, BROOKLYN**  
 A hospital expansion/renewal project to rebuild what was destroyed in Hurricane Katrina, with the part of using the oceanfront as a repeated element throughout the hospital. Worked for 75 - 100% Construction Documents. Developed Medical/Specialty Equipment and Power Data Equipment Legends, as well as populating and graphically clarifying plans and elevations.

- **Show off any work you've worked in your co-ops!**
- In larger, corporate firms, this may be just working on Construction Drawings/working sets.
- Don't include working sets in portfolio! Questions of confidentiality/not exciting to look at
  - Unless employer asks to see! (Then redact information)
- You are allowed to put renders of the project even if you did not personally work on them - this is standard in professional world.
- **Be clear you did not work on the renders.**

# Professional Experience – Large Firm



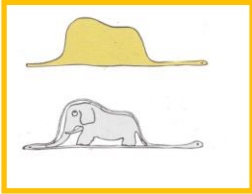


E C D M

MOSCOU COMPETITION PROJECT

A competition entry for a project located in Moscow, Russia. An attempt to reinvigorate the Simonovskaya Riverside, the proposed project uses elements of the forest as precedent to create a residential-commercial hybrid proposal. The ground, sculpted like the graphic from 'Le Petit Prince', the canopy, with the natural undulations that trees produce, and the sky, with the variation of heights that the forest produces.

Responsibilities included using editing software such as photoshop and illustrator to create and adjust images for final competition submission.



Shown left: Render and section by ECDM for Moscou Competition Project.

- In smaller firms, you will likely be working more intimately with illustrative/competition/visual material
- If you did nice looking work, include it!
- This section in the interview is where you would elaborate on your work experience and skills you acquired in the workplace.
- Example of a successful part: I always get asked about this/there's a discussion about this, very clear!
- Good thing to include to show a synopsis of the project.

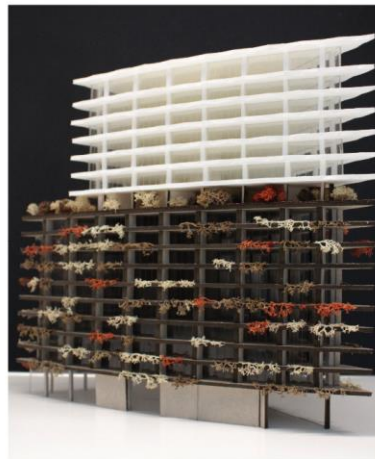
Professional Experience – Small Firm







Above: Renders by ECDM for Boulogne Project.



BOULOGNE PROJECT COMPETITION, WIP  
Boulogne is a mixed use residential office building competition entry, a collaboration with Chartier Dalix and Bjarke Ingels Group. Using the perspective renders (seen left) and plans as reference, a maquette was created using digital fabrication methods.

- Include skills you want to get hired for.
- If you show model making for example, employers might take this as an opportunity to hire for this skill.
- Same goes for projects
  - (ie. if you don't want to model make, don't include photos of models!)



Shown above: Renders by NBBJ for Coney Island Hospital.

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- Graphical Mistakes!
- Spelling errors!
  - InDesign: ctrl/cmd + i for spellcheck

What to avoid:





**N B B J**

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- Text justifying; hot button topic!
- Looks better than non-justified text, but harder to read.
- (My opinion) small paragraphs of text is okay, keep longer text non-justified

What to avoid:



# Other Tips & Tricks

- Curate your portfolio towards the co-op you want
  - Like visualization firms = more renders; model making; technical drawings; illustrations
- Save all files as JPGs or PNGs to help with file size
  - Don't just input your .ai / .psd files into InDesign
- Look on ISSUU for Waterloo portfolio examples from your peers/  
upper years
- ISSUU portfolios need to be <50MB
- Waterloo Works portfolios need to be <5MB
  - Yes it will be ugly, add a link to ISSUU
- Have fun!