

CECILIA ARMENDARIZ

EXPERIENCE

- 2/2024-2/2025 **Fantich Building Solutions | Project Coordinator**
- Streamlined project workflows by managing key components such as invoicing, purchasing, material quality control, cost control, logistics, and all necessary documentation, including permitting and insurances, while also directing on-site installations.
- 12/2022-2/2024 **Troyo Design Build | Architectural Designer**
- Developed detailed architectural drawings and specifications for projects, including residential homes, commercial buildings and industrial properties. Ensuring compliance with building codes and client requirements.
- 10/2018-1/2019 **Lubbock Parks and Recreation | Attendant**
- Plan, organize, schedule and lead various activities, classes, and special events.
 - Maintain accurate records.
 - Supervise the work of others in the absence of the supervisor.
- 2020-Present **Independent Architectural Designer | CAD, Cecilia Armendariz Designs**
- Meet clients to define goals and requirements for structures.
 - Guide projects from the initial design phase, using sketches, models, and diagrams, through to completed construction and management.

EDUCATION

2016 - 2019 • Texas Tech University
Bachelor of Science: Architecture

2014 - 2016 • Texas Southmost College
Associate of Science: Architecture

2013 - 2014 • South Texas College
Associate of Arts:
Interdisciplinary Studies

CERTIFICATES & AWARDS

- In Progress: NCARB: Licensure Candidate
- Art Program Leader: B & G Club Pharr
- Autodesk Building Performance Analysis Certificate.
- American RedCross Training |Disaster Services |Shelter Fundamentals
- AmeriCorps
- Over 900 hours of Community Service
- Texas Art Education Association | Visual Arts Scholastic Event | Mixed Media

SKILLS

CAD Software	Logistics	Bilingual	Problem Solving
Illustration	Management	Team Oriented	Eager Learner

References available upon request