

Megan

Volheim

Architecture Student looking for a position in a company as a valued member!

I am currently enrolled at Cal Poly Pomona completing my Bachelors of Architecture (B.Arch). I graduated from Sierra College in 2021 with an AS in Drafting and Engineering Support Architectural/Civil as well as multiple professional skill certificates and other degrees. I was expertly trained as a drafter in mechanical and architectural engineering and drafting. I have strong CAD skills using AutoCAD 2014-2024, Revit 2018-2024, Rhino 7 with additional training to use programs including Adobe Illustrator, Adobe InDesign, and Photoshop. I am currently pursuing my dream to become an architect by completing my B.Arch degree with ambitions to continue to a Masters. I am hardworking, energetic with a fun personality and able to get along with people of all different backgrounds and personalities. I exceed at being challenged and strive to be the best at what I am doing. I also have been working remotely the last 4 years so I am reliable in many situations and am self-motivated to get things done!

Contact

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volheimarchitecturedesign.com

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Programs

Revit: 2018-2020, 2022- 2024
AutoCAD: 2017- 2020, 2022, 2024
Rhino 7
AutoCAD Civil3D 2018
Twinmotion: 2022, 2023
Adobe InDesign: 2021- 2023
Photoshop: 2022, 2023
Adobe Illustrator 2022, 2023
Microsoft Apps. (Word, Excel, etc.)

Education:

Cal Poly Pomona

August 2021 – Present (GPA: 3.9)

Pursuing a Bachelor of Architecture (B.Arch) degree, expected graduation Spring 2026. Currently a 4th-year student and former teaching assistant for 1st-year students. Because of my hard work, my skill in design, and my commitment to excellence led to the recognition of my work, my work has been showcased in the Spring and Fall Interims from 2022-2023 and earned me Outstanding Architecture Student awards for 1st, 2nd, and 3rd year program, including the Architecture Chair Choice Award in 3rd year.

Sierra College

Spring 2015 – Spring 2021

- AS in Drafting and Engineering Support—Architectural/Civil
- AA in Natural Science
- AA in Social Science
- Skills Certificate in Architectural Drafting Specialist
- Skills Certificate in Drafting Essentials
- Certificate in tutoring.

I also worked in the Drafting and Engineering Lab at Sierra College helping students daily with assignments in AutoCAD and Revit.

Work Experience:

Planning/Civil Designer Drafter – Hunsaker and Associates

July 2024 - Current

Assisting with project coordination by organizing and maintaining project documentation, including submittal schedules. Responsibilities include preparing site plans, plotting exhibits, and grading studies to support project needs.

Customer Service Support Specialist Seasonal - Ferrall Gas

September 2023 - February 2024

Work as a customer support specialist primarily in the delivery department answering calls and placing orders as well as dealing with customers concerns and questions.

Solar Drafter Designer - Sustainable Energy Group (SEG)

June 2020– February 2023 (From January 2021 Worked Remote)

Initially working on-site with installation crews and electricians, I transitioned to a fully remote role, where I established a drafting department from scratch, including developing Revit templates with families, standards, and checklists. I processed technical site data to create comprehensive construction documentation for ground mount and roof mount solar systems, spanning residential and commercial projects, for county and city submittals. My work included single-line and three-line diagrams, site plans, and equipment details for multiple projects simultaneously, laying the foundation for department growth.

Architectural Drafter Intern - Domum

September 2019 – December 2019

Designed and created Design Drawing Sets, Construction Document Sets to be submitted to Planning Departments. Researched Building Codes and County Building requirements. Projects included but were not limited to: New Construction Residential and Commercial, As-Builds, and ADUs.

Instructional Assistant, Lab Assistant, Tutor, Counseling Receptionist – Sierra College

August 2018 – June 2020

I helped with setting up class work as an instructional assistant. I helped over 35 students in the Drafting and Engineering lab on different programs complete their assignments. I also privately tutored students in architectural and mechanical drafting and engineering courses. I worked as a counseling receptionist scheduling events and appointments as well as answering calls and dealing with walk in individuals questions.

Recommendations:

Heather Smith (Ferrell Gas Manager) (727) 281-7613

Joe Nelson (SEG supervisor and Lead Electrician) joe@seg.energy

Jeehye Kim (CPP Instructor and Architect) jkim@cpp.edu