

ivan gilkes

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education

new york university: college of arts and sciences: gpa: 3.723 08/05-05/09
bachelor of arts in urban design and architecture, middle eastern studies; minor in studio art

work experience

nars cosmetics, new york, ny 08/09-present
administrative assistant
managed finances and expenses for key new york city stores, conducted staff payroll for over thirty employees, oversaw product orders and replenishments, assisted account executive in scheduling and time management

institute of classical architecture & classical america, new york, ny 05/09-08/09
summer intern
dealt with publication material, updated and managed online bookshop, learned about non-profit and arts administration

anderson architects, new york, ny 01/07-06/07
part-time intern, summer intern
worked on product research and selection, library maintenance and organization, archiving, project schedules, site and building design and development, model making, development of marketing materials, and used cad software to help produce construction documents.

harper aiken donahue & partners architecture inc, atlanta, ga 05/06-08/06
summer intern
used cad programs to generate plans for production, worked on organization and maintenance of library, prepared floor plans and landscape architecture plans for presentation to firm's clients

anderson & associates, east point, ga 06/05-08/05
temporary secretary
general secretarial work including filing legal and insurance documents, answering phones, and making appointments for customers to meet with insurance liaisons.

skills

proficient in: microsoft office, adobe creative suite, autocad
knowledge of: sketchup, filemaker pro, html, quickbooks, quark

awards and recognition

2005-2009: nyu presidential honors scholar
2006-2009: nyu dean's list
2009: nyu founders' day award recipient
2009: nyu urban design and architecture honors requiring completion of a thesis in the program
2009: nyu latin honors (cum laude)

activities

nyu presidential honors scholars program: 08/05-05/09
engaged in community service activities, lecture series, study abroad opportunities, all in order to diversify and enhance college experience
studio art minor
took classes in digital art, photography (digital and analog), drawing, and jewelry making
study abroad
studied at new york university's london campus (july 2007, january 2008-may 2008)
travel
united kingdom, france, czech republic, italy, germany, greece, poland, china, mexico, canada, barbados, st. lucia, st. vincent