

# Lauren R. West

320 101<sup>st</sup> Avenue SE Apt #2, Bellevue, Washington 98004 425-467-8468 c-208-351-1964 E-mail: laurrew@yahoo.com

**Career Objective:** To find an opportunity to use my education and experience to be a high quality drafter in Civil and/or Landscape Architecture.

## SUMMARY OF QUALIFICATIONS

- ❖ 3900+ hours of AutoCAD in Landscape Architecture, Civil Drafting, Architectural Drafting and Interior Design Drafting
- ❖ MS Office Suite 95-XP, Word Perfect, Photoshop 7, Gardenware 32, Garden Center Software and Hortocopia Plant Id software, Bentley Microstation, GIS, Ldd, Architectural Desktop and Land F/X
- ❖ 7 years in Landscape Maintenance and Design, 2 years as a Project Manager
- ❖ Effectively served as a professional liaison between clients and staff, demonstrating ability to prioritize, delegate and supervise work.
- ❖ 5 years utilizing my initiative, problem solving & organizational skills to streamline the offices as an Administrative Assistant

## EDUCATION

LAKE WASHINGTON TECHNICAL COLLEGE

**Associate of Applied Science in Architectural Graphics, June 2006 (Honors)**

**Associate of Applied Science in Civil Engineering Graphics, June 2006 (Honors)**

WASHINGTON STATE UNIVERSITY

**Bachelor of Science in Landscape Architecture, June 2006**

## WORK EXPERIENCE

<b>Landscape Architect Intern</b> 7/07 --- 2/1/08	AHBL, INC. Tacoma, Washington
<b>Landscape Architect Intern</b> 8/06 --- 4/07	VERDONE LANDSCAPE ARCHITECTURE Driggs, Idaho
<b>Administrative Assistant</b> 6/05 --- 6/06	EMPLOYMENT RESOURCE CENTER – LWTC Kirkland, Washington
<b>Garden Designer Consultant</b> 6/00 --- 2/04	ONE SMALL STEP Bellevue, Washington
<b>Administrative Assistant</b> 2/01 --- 4/03	OFFICE TEAM (CONTRACT AGENCY) Bellevue, Washington
<b>Administrative Assistant</b> 3/01 --- 9/01	HUMAN RESOURCES INC. (CONTRACT AGENCY) Kirkland, Washington
<b>Nursery Sales/ Assistant to Nursery Manager</b> 6/00 --- 10/00	PENINSULA GARDENS Gig Harbor, Washington
<b>Sales &amp; Electronics Aide</b> 1/00 --- 6/00	WEST SOUND WORK FORCE (CONTRACT AGENCY) Gig Harbor, Washington
<b>Library Aid &amp; Usher &amp; Print Room Aide</b> 1996---1999	WASHINGTON STATE UNIVERSITY Pullman, Washington
<b>Owner /Founder</b> 1985 – 1992	ASPEN LEAF LANDSCAPE MAINTENANCE & DESIGN Gig Harbor, Washington

## AWARDS AND SCHOLARSHIPS

2006 AMERICAN DESIGN DRAFTING ASSOCIATION (ADDA) President's Award

2006 LOWE'S Scholarship Recipient - 2006

PUGET SOUND CHAPTER CONSTRUCTION SPECIFICATION INSTITUTE Scholarship

1996-1999 WASHINGTON STATE CHAPTER OF AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

- ❖ Merit Award: GRAVESITE PRESERVATION AT NEZ PERCE NATIONAL HISTORIC PARK - 1999
- ❖ Honor Award: PULLMAN VALLEY LAND USE STUDY - 1998
- ❖ Research Grant: GRAVESITE PRESERVATION AT NEZ PERCE NATIONAL HISTORIC - 1998
- ❖ Merit Award: SIMPLY SOUTHWEST, a duplex housing development design for Santa Fe, NM -1996

# *Lauren R. West*

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## **PROFESSIONAL AFFILIATIONS**

LWTC ASSOCIATED STUDENT GOVERNMENT OFFICER  
WSU/ASLA STUDENT CHAPTER MEMBER & SECRETARY  
STUDENT REPRESENTATIVE TO WASLA 2 YEARS  
CONSTRUCTION SPECIFICATIONS INSTITUTE

LWTC/ADDA STUDENT CLUB 2005 VP/2004 TREASURER  
PHI THETA KAPPA HONOR SOCIETY 2005  
WASHINGTON STATE MASTER GARDENER – 1986  
BOY SCOUTS OF AMERICA LEADER 1986 -1994