





SABRINA GARCIA

Interior Architecture Student

CONTACT

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-  Miami, FL

SKILLS

- Time-Management
- Adaptability
- Initiative
- Leadership
- Critical Thinking
- Teamwork
- Bilingual - Fluent (English and Spanish)
- Excel - PowerPoint - Word - Canva
- Revit - Photoshop - AutoCAD - SketchUp

EDUCATION

Florida International University

2022-Current

Master's in Interior Architecture

Florida International University

2019-2022

Bachelor's Degree in Liberal Studies Human and Concerns Track

Miami Dade College

2017-2019

Associate's Degree in Pre-Optometry

South Miami Senior High School

2013-2017

High School Diploma

PROFILE

An interior architecture student at Florida International University, pursuing a master's degree, with a varied professional background. Currently, an intern in the estimating department of Mocca Construction, gaining valuable experience in project cost estimation and field operations. Open to learning new skills and dedicated to continuous professional development in the industry

WORK EXPERIENCE

Intern Student

MOCCA CONSTRUCTION

2022- Current

- Assist in preparing cost estimates for construction projects.
- Communicate effectively with vendors.
- Utilize estimating software and tools to facilitate accurate estimations.
- Collaborate with team members to review project specifications and requirements.

Receptionist/Administrative Assistant

CONVIVA CARE CENTER

2020-2022

- Kept reception area clean and neat to give visitors positive first impression.
- Confirmed appointments, communicated with patients, and updated patient records.
- Responded to inquiries from callers seeking information.

Secretary

JG WOOD WORK

2019-2020

- Provided excellent customer service skills.
- Handled daily scheduling tasks and provided administrative support for entire department.
- Maintained daily report documents, memos and invoices.

ACCOMPLISHMENTS

- Notary Public
- ProCore Certified
- IIDA Student Member
- NEWH Student Member