

Emily Chen

Architectural Associate

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SUMMARY

Architectural associate with 2 years at a Portland firm designing schools and affordable housing, holding a NAAB-accredited Bachelor of Architecture. Develops Revit models and construction documents, checks building codes and tracks submittals in Bluebeam during construction administration. On track for licensure with 3 of 6 ARE divisions passed.

SKILLS

- Revit
- AutoCAD
- Bluebeam
- SketchUp
- Enscape
- Construction Documents
- Construction Administration
- Building Codes
- Consultant Coordination
- Communication Skills

EXPERIENCE

Architectural Associate

Willamette Studio Architects

07/2024 - Present

Portland, OR

45-person firm focused on K-12 schools and affordable housing.

- Develop Revit models and construction documents for **2** K-8 school projects totaling 140,000 square feet.
- Coordinate structural and MEP consultant drawings weekly, clearing 60+ clashes before the 90% CD set.
- Review 90 submittals and shop drawings in Bluebeam during construction administration on a 64-unit housing project.
- Research Oregon building codes for egress, accessibility and energy, writing code summaries for 3 permit sets.

Architecture Intern

Cascade Ridge Architecture

06/2023 - 09/2023

Eugene, OR

Summer internship at a 12-person healthcare and commercial firm.

- Drafted wall sections and details in AutoCAD for a 30,000-square-foot clinic.
- Built SketchUp and Enscape views for 4 design review meetings.
- Measured an existing two-story storefront and produced as-built drawings for its renovation.
- Updated door, window and finish schedules in Revit for 2 medical office tenant improvements.

EDUCATION

Bachelor of Architecture

University of Oregon
Architecture

06/2024

Eugene, OR

CERTIFICATES

LEED Green Associate

U.S. Green Building Council
02/2025

Autodesk Certified Professional: Revit for Architectural Design

Autodesk
09/2025