



## Alain Jean-Jacques



(786) 326-2552



[alain.jeanjacques@gmail.com](mailto:alain.jeanjacques@gmail.com)



Hollywood, FL 33019



[My Portfolio](#)



[LinkedIn](#)

## Objective

Seeking a Junior Draftsperson position at a dynamic firm where I can contribute my experience and passion for Architecture by collaborating on design development with the goal of building a long-term career within the company.

My Associate in Arts in Architecture, along with my knowledge of Sketchup, Revit, and AutoCAD, is showcased in [my portfolio](#), which demonstrates my 3D modeling skills. With a strong commitment to architectural innovation and a desire for professional development, I am also committed to furthering my education by getting my B.Arch.

## Skills / Softwares

- Revit | AutoCAD | Sketchup, and +
- Photoshop, Illustrator
- Web/Graphic Design
- Video Editing (Filmora, and +)
- Asana, Trello
- Project Management
- Microsoft Word, Excel, Outlook, PowerPoint

## Languages

- English | Spanish | French

## Experience

### Marketing / Office Administrator

RESOURCE

June 2021 - May 2025

- Provided administrative and operational support to a real estate office. Responsibilities included reviewing contracts, transaction coordination, assistance with market data analysis, property valuation, and handling the design of digital and print marketing material.

### Marketing / Office Administrator

REALTY GROUP OF MIAMI

March 2010 - June 2021

- Led the company's offline and online marketing campaigns. Executed general office management with daily administrative operations, which consisted and not limited to overseeing a team of 4 Realtors.

### Estimator / Project Manager

ARKI CONSTRUCTION

April 2007 - Feb 2010

- Served as both Estimator and Project Manager for 4 sequential construction projects for external clients. Managed each project from initial bid development through on-site execution by ensuring accurate overall project cost, and compliance followed by effective on-site leadership.

### Administrative Assistant

KOBI KARP ARCHITECTS

Jan 2006 - Feb 2007

- Served as primary point of contact between clients, in-house project managers, and contractors throughout project lifecycles. Ensured fee schedules aligned with the agreed-upon scope of work, by getting updates on project, which lead to more efficient execution and accurate billing.

## Education

### Associate in Arts - Architecture

MIAMI DADE COLLEGE

### Pathway to Accounting

FLORIDA INTERNATIONAL UNIVERSITY

### High School Diploma

MIAMI BEACH SENIOR HIGH

## References

### Roberto D'Almeida

RESOURCE

**Phone:** (954) 445-2079

**Email:** [roberto@resource-fl.com](mailto:roberto@resource-fl.com)

**Website:** [www.resource-fl.com](http://www.resource-fl.com)

### Marwan Iskandar

ARKI CONSTRUCTION

**Phone:** (305) 285-8800

**Email:** [info@arki.com](mailto:info@arki.com)

**Website:** [www.arki.com](http://www.arki.com)