



# Elena Cole Fandrich

## Architectural Drafter

Self-motivated Yale University graduate with 2 years of experience in the field of architecture, in addition to volunteer involvement in construction projects and a design degree in architecture. Dedicated to the improvement of the world through sustainability efforts and having earned the LEED Green Associate credential, with experience coordinating with other disciplines and taking the needs of all involved parties into account to complete the design process thoughtfully.

## Contact

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## Education

2020

### Yale University

BA Architecture

Concentration: Design

## Expertise

- Revit, AutoCAD, Rhino, SketchUp, Solidworks, V-Ray, Lumion
- Microsoft Word, Excel, & Powerpoint
- Adobe Photoshop, InDesign, & Illustrator
- Significant organization experience
- Research & writing skills
- Communication & collaboration abilities

## Interests

3D Design

Exhibit Design

Urban Planning

Art History



## Experience

### 2021-2023

Balzer & Associates | Staunton, VA

#### Project Designer I

Performing building code analyses & occupancy calculations  
Selecting & specifying materials, finishes, & systems based on project needs  
Presenting design ideas to clients & discussing possible alternatives with those involved  
Coordinating with other disciplines & consultants to reach solutions for all parties  
Preparing construction documents for permit submittal  
Communicating design intent through use of two- and three-dimensional design software  
Rendering designs & matching materiality through software for client approval  
Hand sketching design ideas to quickly communicate new or alternative concepts  
Selecting furniture, fixtures, & equipment for client needs & aesthetic goals  
Site visits for documenting, measuring, & modeling as-built conditions  
Completing bank inspections as third-party via site visits for payapp approval  
Developing site-specific designs for hotel projects based on prototypical designs & details  
Design of new construction projects as well as renovations & tenant upfits  
Communicating needs with civil, structural, & MEP engineers, interior designers, etc.  
Managing time independently while working on multiple projects  
Focusing intently on goals & networking within & without the firm  
Researching a variety of possible solutions to design questions  
Studying state building codes & commentary, in addition to local ordinances  
Completing site visits throughout project as construction occurs  
Managing communication with general contractor & subs throughout construction process  
Problem solving & foreseeing questions & potential issues early in the project timeline

### 2019

Habitat for Humanity | New Haven, CT

#### Job Site Volunteer

Balancing listening to complex instructions with confidence in own abilities & skills  
Executing tasks precisely & consistently  
Developing construction skills, careful use of tools, & awareness of surroundings  
Growing knowledge of construction methods & code requirements

### 2016 - 2020

Yale University Library | New Haven, CT

#### Stacks Work Leader Level IV

Task-oriented managing of workflow & employees  
Recalling complex order of operations & training others in processes  
Cultivating leadership & interpersonal communication skills

#### Exhibits Assistant

Composing & constructing materials for exhibits  
Designing & fabricating mounts, boxes, reproductions, facsimiles, & labels  
Independent self-managing of time & conduct  
Organizing, cleaning, & regulating files, paperwork, reusable supplies, etc.  
Careful handling of rare & delicate objects & books