

ANUPOOJAPURNIMA MANIVANNAN

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Goal-oriented architecture student with experience in construction coordination and project management. Currently pursuing LEED credentials and seeking an internship for Summer 2025 to contribute to dynamic projects and enhance technical and collaborative skills.

EDUCATION

Carnegie Mellon University

Pittsburgh, PA

Master of Science in Architecture Engineering Construction Management - GPA: 3.98/4 August 2024 - December 2025

Admitted with Merit Scholarship: Dietrich Foundation Endowment Fund

Coursework: Project Management for Construction, Project Planning and Reporting, BIM for Facility Management, Real Estate Development, Sustainable Engineering principles, Construction Cost Estimation, HVAC & power supply for Low carbon buildings, Protean Systems for Sustainable Future

Anna University

Chennai, India

Bachelor of Architecture

August 2012 - May 2017

Graduated in First class

WORK EXPERIENCE

Hexagramm Design Private Ltd

New Delhi, India

Project Lead Architect

August 2017 – September 2021

- **Project Leadership:** Spearheaded a 15,000 SF residential turnkey new construction project, overseeing all phases from site excavation to final handover. Served as the on-site architect, managing coordination across teams and acting as the primary liaison for all stakeholders.
- **Construction coordination:** Managed daily on-site construction activities, collaborated with contractors and engineers to resolve issues promptly, and addressed RFIs (Requests for Information) to streamline communication and maintain project progress.
- **Budget & Timeline Oversight:** Managed project budgets and timelines ensuring financial control and on-schedule completion.
- **Client & Stakeholder Engagement:** Maintained close communication with clients and various stakeholders to address requirements, provide updates, and ensure satisfaction throughout the project lifecycle. Coordinated the procurement of designs and resources, ensuring timely and cost-effective acquisition aligned with project needs.
- **Technical Drawings & Documentation:** Produced detailed architectural drawings using AutoCAD, managed documentation with folder management, and generated site reports using MS Excel to support project progression and compliance.
- **Team Handling:** Managed and mentored a team of junior architects and interns, overseeing their work to ensure alignment with project objectives and design standards. Collaborated with cross-functional teams to ensure seamless integration of architectural designs with other aspects of construction projects.
- **Type of Projects handled:** Turnkey residential, Residential, Office, Factory, Origami Installation for Indian Art Fair 2018, Art exhibition, Installation for a costume exhibition.

Hexagramm Design Private Ltd

New Delhi, India

Intern Architect

November 2015 – June 2016

Supported architectural project workflows by creating technical drawings in AutoCAD, developing 3D models in sketchup and Lumion, design presentations using Adobe Photoshop and Microsoft PowerPoint, and managing project documentation and scheduling through Microsoft Excel, ensuring seamless communication with project leadership.

CERTIFICATIONS & COMPETITIONS

Licensed Architect - Council of Architecture (COA), India

Credentials: **CA/2019/107741**

ULI Hines Competition

November 2024 - Current

PROFESSIONAL AFFILIATIONS

Project Team Lead

2018 - 2021

National Association of Students of Architecture (NASA), India

- **Co-Convenor** of Annual NASA Convention, **Unit Secretary**
- **Unit Designee**

2014 - 2015

2013 - 2014

SKILLS

Software skills – AutoCAD, Google Sketchup, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Lumion, MS Excel, MS Project, Bluebeam, BIM, Revit

Manual skills – Manual Drafting, Sketching, Acrylic on canvas, Watercolors

Language – English, Tamil, Hindi