

TANYA SINGH

+1 412(805)1769 | tanyas2@andrew.cmu.edu | <http://www.linkedin.com/in/tanya-singh>

Construction Management student with 2+ years' experience in multi-million-dollar projects, eagerly seeking a Summer 2025 internship to deepen industry expertise. Proven track record in coordinating complex operations, optimizing resources, managing stakeholder expectations, and delivering complex projects on time and within budget

EDUCATION

- **Carnegie Mellon University**, MS in Architecture, Engineering, and Construction Management **December 2025**
Awarded Scholarship of 30% per annum for academic excellence
Relevant Coursework – Construction Law & Risk Management, Project Management Engineering & Construction, Project Planning & Reporting, Spatial Analysis Infrastructure Planning, Transdisciplinary Thinking, Graduate Real Estate Development
- **Guru Gobind Singh Indraprastha University**, Bachelor in Architecture **June 2022**

WORK EXPERIENCE

Department of Architecture, Carnegie Mellon University, Pittsburgh **January 2025 – Present**
Teaching Assistant, Constructing Values: Economies of Design

- Facilitating student learning in a graduate-level Real Estate Development course, supporting lectures, guiding in-class activities, and assisting with case study analyses to enhance critical understanding of stakeholder dynamics, regulatory frameworks, and value creation in the built environment

Department of Architecture, Carnegie Mellon University, Pittsburgh **September 2024 – Present**
Research Assistant, Sustainable Materials & Life Cycle Assessment

- Developing innovative post-occupancy evaluation (POE) protocols for religious buildings, addressing intermittent occupancy challenges, and aiming to improve space utilization by 20%
- Research works regarding energy efficiency and sustainability solutions for historic religious structures, utilizing Indoor Air Quality (IAQ) sensors and particle counters to analyze building performance metrics

Graduate Representative, Graduate Student Assembly

- Representing 100+ graduate students from the School of Architecture at monthly General Body Meetings, advocating for student needs and interests. Vote on critical issues affecting the graduate student population, including budget allocations and policy changes with a special position in the Finance Committee

Arcop Associates Private Limited **August 2021 – July 2024**
Project Architect, Bharti Realty Mega Commercial, Aerocity, Delhi, India –

- Spearheaded superstructure and site plan design for a \$200M+, 7M sq. ft. project, managing, and coordinating from concept to construction while mentoring 2 interns, achieving 100% on-time milestone delivery
- Developed foundational calculations and design parameters for over 3 concept designs with PLP Architects, London, streamlining cross-team collaboration and reducing concept stage coordination time by 15%
- Led 5-tier hierarchical authority sanction package development, single-handedly orchestrating the complex Delhi Urban Arts Commission package, securing all approvals in 2 attempts, a week ahead of schedule
- Successfully spearheaded a redesign initiative enhancing circulation, and service core efficiency by 12%
- Orchestrated collaboration among 25+ stakeholders, including clients and specialized consultants, while managing end-to-end processes for a 2M sq. ft. pocket, resulting in 15% savings on interior and exterior finishes through strategic procurement

Design Trainee, Center for Innovation, Incubation & Entrepreneurship – Building, Gujarat, India –

- Led weekly design and coordination meetings, driving project momentum and achieving steadfast deadlines through effective stakeholder management of the 8-storey, 100,000 sq. ft institutional project
- Implemented effective document management practices to coordinate design changes and approvals, reducing revision cycles by 21 days
- Developed comprehensive site-level service plans, coordinating with multiple consultants and vendors to ensure seamless integration of structural, landscape, and MEP systems into the overall site development strategy

Gian P. Mathur & Associates Private Limited **June 2019 – July 2019**
Design Intern, Solera Housing, Gurgaon

- Led sustainable façade design for the 1.1 million sq. ft. high-rise residential development, coordinating 3 tower typologies across a 10-acre site
- Managed end-to-end façade package development, ensuring alignment with sustainability, structural, and MEP requirements. Streamlined design process, resulting in a 15% reduction in revision cycles

CERTIFICATIONS

- **LEED Green Associate Certification** - In the process for early 2025
- **Certified 10-Hour OSHA Outreach for the Construction Industry** – 2025

SKILLS

- **Software Proficiency** - Autodesk AutoCAD, Revit, MS Office Suite, Adobe InDesign, Bluebeam, MS Project, Procore
- **Languages** – English, Hindi, (Professional Proficiency) & French (Elementary Proficiency)