

ANA SANTIAGO

Arlington, TX 76012 | C: 661.599.2209 | Ana.Santiago23@outlook.com

Professional Summary:

Architecture student with 5+ years of combined experience in architectural drafting, construction administration, and project coordination. Proficient in Autodesk Revit, AutoCAD, and Bluebeam, with experience developing construction documents, coordinating with consultants, reviewing submittals, and resolving construction-related issues. Pursuing a Bachelor of Science in Architecture at the University of Texas at Arlington and progressing toward architectural licensure through NCARB's Architectural Experience Program (AXP).

Skills:

- Architecture & Technical: Revit, AutoCAD, Bluebeam, Construction Documents, Construction
- Administration, Drafting & Detailing, Plan Reading, Specifications Coordination.
- Bilingual (English/Spanish), Client & Contractor Communication, Scheduling, Project Coordination.

Education and Training:

NCARB Architectural Experience Program (AXP) — In Progress

1,895.75 approved hours (50.7% complete)

- Completed experience requirements in Practice Management and Construction & Evaluation.

University of Texas at Arlington, Bachelor of Science In Architecture
Arlington, TX 76019

Expected May 2028

Bakersfield College, A.S. Degree, Architectural Drafting
Bakersfield Ca, 93308

Professional Experience:

Architectural Intern

April 2026 – Aug 2026

RSP Architects | Fort Worth, TX

Projects: CD phase for Reyes Coca-Cola Bottling — 620,000 SF manufacturing and distribution campus; DD phase for Phase 2 maintenance and manufacturing warehouse.

- Contributed to the construction documentation (CD) phase of large-scale industrial facilities, developing architectural drawings and details in Autodesk Revit.
- Coordinated architectural documentation with structural, civil, and MEP disciplines, incorporating consultant comments and design revisions.
- Performed QA/QC reviews of architectural plans, details, schedules, and drawing references.
- Supported construction administration through submittal and shop drawing reviews.

Software: Revit, AutoCAD, Autodesk Construction Cloud (ACC), Autodesk Docs, Bluebeam Revu., Procore

Construction Project Coordinator**June 2022 – Aug 2024****Premier Stair and Door /Flooring Services - Carrollton, TX 75007**

- Coordinated residential construction projects involving stair and door systems from material ordering through installation.
- Reviewed construction drawings and prepared material takeoffs, pull sheets, and installation documentation.
- Coordinated with builders and field installation teams to address construction requirements and resolve field discrepancies.
- Managed project documentation, installation schedules, and material coordination to support construction progress.

Software: AutoCAD, Autodesk Construction Cloud (ACC), Autodesk Docs, Bluebeam Revu., Procore**HVAC Admin Coordinator****April 2020 – June 2022****Reliant Air Conditioning- Irving, TX 75038**

- Coordinated HVAC installations and technician schedules for residential projects.
- Interpreted construction plans and ensured compliance with building codes and permits.
- Managed equipment orders, customer financing forms, warranties, and service communication.
- Maintained inventory records and supported administrative operations.
- Trained staff on procedures and best practices.

Software: AutoCAD, Autodesk Docs, Bluebeam Revu., Procore**Construction Administrator/ Project Coordinator/ Architectural Drafter****May 2017 – Nov 2019****TETER – Architects + Engineers - Bakersfield, CA 93309****Selected Projects:** Arvin Union School District maintenance facilities; K–12 renovations and new construction throughout Kern County; higher education and campus planning projects.

- Supported architectural drafting and construction administration for educational, institutional, and maintenance facilities.
- Prepared and coordinated construction documents across architectural and engineering disciplines.
- Assisted with RFIs, submittals, ASIs, CCDs, change orders, and bidding documentation.
- Reviewed shop drawings and supported field observations, contractor coordination, and project closeout.

Software: Revit, AutoCAD, Autodesk Docs, Bluebeam Revu., Procore

Professional References:

Scott Fay, AIA

Architect, Associate Principal | RSP Architects

Fort Worth, TX

Email: scottfay@rsparch.com

Phone: 682.200.0340

Relationship: Former Architectural Internship Supervisor

Tom Rusher

Architecture Professor | UT Arlington

Arlington, TX

Email: trusher2@yahoo.com

Cell: 817.793.2499

Relationship: Former professor

Lucas Casavant

Architect | TETER Architects + Engineers

Bakersfield, CA

Email: Luke.Casavant@teterae.com

Phone: 661.843.8400

Relationship: Former Supervisor