



Maggie Haynes

ARCHITECTURE GRADUATE | CONSTRUCTION & BIM COORDINATION

CONTACT

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- 📍 Alpharetta, GA

EDUCATION

KENNESAW STATE UNIVERSITY
August 2021 - May 2026

College of Architecture &
Construction Management
Bachelor of Architecture

SOUTH GEORGIA STATE UNIVERSITY

Dual Enrollment
August 2020 - May 2021

INVOLVEMENT & ACHIEVEMENTS

- **Alpha Rho Chi (APX)**
Polyidus Chapter
Member, 2021–2024
- **Structural Design Competition**
Summer 2023
- **Morningside Elementary Science Night**
— Volunteer, 2023-2025
- **Dean's List** — 2025-2026
- **President's List**—Fall 2021

PORTFOLIO

View my portfolio at
www.maggiehaynes.com

View my linked in page at
www.linkedin.com/in/mmaggiehaynes31

SUMMARY

Recent graduate with a Bachelor of Architecture with construction management training and experience in technical documentation, scheduling, estimating, and multidisciplinary coordination. Proficient in Revit, AutoCAD, Bluebeam, Primavera P6, Excel, and Rhino, seeking an entry-level position in project coordination, construction management, or BIM coordination.

TECHNICAL SKILLS

BIM and Design: Revit, AutoCAD, Rhino, Autodesk Forma

Construction Documentation: Bluebeam Revu, On-Screen Takeoff, construction drawings, detailing, quantity takeoffs

Scheduling and Coordination: Primavera P6, Microsoft Project, Microsoft Excel

Visualization and Graphics: Adobe InDesign, Illustrator, Photoshop

Professional Skills: Document control, project coordination, client communication, interdisciplinary collaboration

PROFESSIONAL EXPERIENCE

Sales Associate | Impression Bridal

June 2024–May 2026

Coordinated client consultations, appointments, vendor communication, and deadlines while managing multiple priorities and maintaining accurate records in a fast-paced environment.

Administrative Assistant | Brent's Body Shop

August 2019–April 2022

Managed customer communication, scheduling, repair documentation, transaction records, and parts information while supporting management and maintaining an organized document-retrieval system.