

Ella Maxwell

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(979) - 676 - 6875

Architecture undergraduate seeking summer student internship

Education

- Carnegie Mellon University Pittsburgh, PA
- B. Arch & B.A Hispanic Studies Expected 2026
 - QPA: 3.84
- A&M Consolidated High School (2021) College Station, TX
- Summa Cum Laude

Experience

- Facilities Assistant** (2024- Present) Pittsburgh, PA
Carnegie Mellon School of Architecture
- Manage the upkeep of student and faculty spaces
 - Troubleshoot equipment and restock printing resources
 - Coordinate between faculty members to plan larger projects and place orders for necessary supplies

- Music Technology Assistant** (2023- Present) Pittsburgh, PA
Carnegie Mellon School of Music
- Supervise open hours for music technology lab
 - Assist students with different Digital Audio Workstation softwares

- Teaching Assistant: Intro to Structures** (Spring 2024) Pittsburgh, PA
Carnegie Mellon School of Architecture
- Graded assignments, provided feedback to students, and held weekly office hours

- Conservation Intern** (Summer 2024) Monteverde, Costa Rica
Monteverde Institute
- Developed and executed an ecological research study to aid in reforestation and habitat recolonization initiatives
 - Presented findings at a community showcase

- Summer Camp Counselor** (2021- 2023) Winchester, VA
Baltimore Yearly Meeting (Opequon Quaker Camp)
- Organized and led backpacking trips for youth (9-14)
 - Planned collaborative art and gardening workshops

- Trail Builder** (2020- 2023) Dryfork, WV
Summer Projects for Various Private Landowners
- Leveled steep grades to prevent erosion
 - removed invasive plant species, installed steps and water drainage

- Illustrator** (2020-2021) College Station, TX
Employed by Chad Cryer, Published by Green Publishing House
- Illustrated and published a children's book (A Day At The Ooz)
 - Developed skills in digital editing, scanning, lighting fixes

- Translator** (2018- 2020) Bryan, TX
- Interviewed Spanish-speaking clients to register them for food distributions at Brazos Church Pantry

Software

Proficiency in Rhino, Adobe Illustrator/ Photoshop/ InDesign, Rhino V-Ray, Google Suite

Intermediate skill levels in Rhino Grasshopper, KeyShot, Enscape, Microsoft

Developing skills in AutoCAD, ArcGIS, Revit

Skills & Training

Strategic & Long-term Planning
Communication & Feedback
Performance and Presentation
Analog & Perspective Hand Drawing
Full Professional Spanish Proficiency

Workshops
Active Listening
Diversity, Equity, Inclusion
Leadership

Previous Certifications
Lifeguard
Wilderness First Aid

Activities

Ultimate Frisbee 2021- Present
Culture Chair

- Monitored group dynamics
- Integrated new players
- Planned & lead social events

Musician / Songwriter 2013- Present

- Arrange and record in DAW software
- Manage YouTube channel
- Songwriting and live performance
- Vocals, piano, guitar, ukelele, cello

Achievements

- CMU Dean's List: F22, S23, F23, F24
- USA College Ultimate Nationals Level
- 2020 High School VASE Art Competition Regional & State Level
- High School Solo & Ensemble Orchestra Highest Achievement