

Alexandria Arinah-Pierre

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EDUCATION

Florida A&M University, School of Business and Industry

Tallahassee, Florida

Bachelor of Science, Facility Management Scholar

Minor: Construction Engineering and Technology

Expected Graduation: **December 2027**

Awards: 2nd Place Winner Johnson and Johnson Case Competition (2025) Southern Scholarship (2024) ULI Urban Planning Competition (2024) Lady Andrea Mention-Johnson Scholarship (2023)

EXPERIENCE

J. E. Dunn Construction Group

Atlanta, Georgia

Campus Intern

May 2026– July 2026

- Managed project documentation and coordination by reviewing 1,000+ submittals, tagging RFIs to construction drawings, and supporting procurement and closeout activities using Autodesk Construction Cloud (ACC), Bluebeam, and Excel
- Built and maintained project control logs for 30+ future revision RFIs, third-party inspections, mock-ups, and submittals, enabling efficient tracking of critical project milestones and deliverables
- Actively participated in JE Dunn's culture beyond the jobsite by attending PE Connect and volunteering with Habitat for Humanity

Plant Operations and Maintenance

Tallahassee, Florida

Construction, Facility, and Planning Intern

September 2024– May 2025

- Prepared detailed reports and presentations for management, highlighting project status, milestones, and any potential risks
- Assisted in the evaluation of construction bids, ensuring alignment with project specifications and budgetary constraints
- Collaborated cross-functionally with project teams to streamline construction workflows, ensuring on-time and on-budget project delivery

Miami Dade Public School Career Technical Education Office

Miami, Florida

System Analyst Intern

June 2024 – August 2024

- Organized and audited financial data for 4,000+ students, ensuring accurate record-keeping and correct payment distribution under federal grant guidelines
- Trained and mentored staff in Excel to enhance organization and efficiency, demonstrating leadership and technical skills
- Leveraged data-driven insights to enhance internship placement processes, improving program efficiency and student outcomes

LEADERSHIP & PROFESSIONAL DEVELOPMENT

National Association of Home Builders

Washington, D.C

Cohort 3

September 2025

- Toured elevated homes in Washington, D.C. to gain practical insight into construction methods, environmental resilience, and design innovation
- Learned strategies in emotional intelligence and applied them while networking with home builders, strengthening leadership and collaboration skills for the construction industry

Exceptional Facility Management Company

Tallahassee, Florida

President

September 2024 – Present

- Raised sponsorship funds and oversaw budget planning to enable 12 students to attend the IFMA Jacksonville Conference at no personal expense.
- Planned and executed events and workshops that enhanced members' skills in facility management and strengthened student relationships with IFMA (International Facility Management Association)

Alpha Kappa Psi Professional Business Fraternity

Tallahassee, Florida

Vice President of Alumni Relations

January 2025 – May 2025

- Designed fun and creative newsletters that increased alumni engagement by 5% through consistent communication and interactive content.
- Developed large-scale budgets for alumni-focused events that celebrated achievements and reinforced the fraternity's values of brotherhood

Sponsorship Chair

May 2024 – May 2025

- Secured 8 sponsorships, raising over \$6,500 and establishing lasting partnerships with local businesses and Fortune 500 companies
- Planned campus events focused on professional development, fostering student growth and enhancing the university's community engagement

SKILLS & INTERESTS

- Computer: <<Proficient>> in (Excel, Word, PowerPoint, Bluebeam, ACC, Outlook),
- Interests: Communications, Project Management, Urban Planning / Development, Database Management, Consulting, Finance

Ayomide Ifedapo Babatunde

Facilities Planning & Management | Construction Project Operations

Tallahassee, FL | 448-243-6305 | babatundeajose43@gmail.com | LinkedIn | Portfolio

PROFESSIONAL PROFILE

Facilities and construction operations professional pursuing a Master's in Facilities Planning and Management, with 6+ years leading project execution, vendor/contractor coordination, procurement, and cross-functional operations across construction and built-environment ecosystems. Hands-on experience supporting capital projects, building systems inspections, and preventive maintenance, paired with a technology background (AI, IoT, data systems, BIM awareness) applied to smarter, more sustainable facility operations.

CORE COMPETENCIES

Facilities Planning & Management • Construction Procurement • Vendor & Contractor Coordination • Capital Project Documentation • Site Inspections & Condition Assessments • Building Systems (HVAC, Plumbing, Utilities, Life Safety) • Preventive Maintenance • Asset Management • Space Utilization & Planning • BIM Awareness • IoT Systems & Dashboards • Budget & Risk Management

PROFESSIONAL EXPERIENCE

Facilities Planning and Management Intern Oct 2025 – Present

Florida A&M UniversityTallahassee, FL

- Support planning and coordination of facilities operations across 50+ campus buildings (academic, residential, administrative), improving service response tracking and issue resolution efficiency.
- Assist facility managers with capital project documentation and work order review on projects valued at \$500K+ in maintenance, renovations, and infrastructure improvements.
- Conduct site inspections and condition assessments on building systems — HVAC, plumbing, utilities, life safety — identifying maintenance deficiencies and risk exposure before escalation.
- Coordinate with external contractors, city utilities, and service vendors, supporting compliance with scope, safety, and timelines across 10–15 active service/repair activities per semester.
- Conduct space utilization reviews and improve accuracy of asset records to support informed planning decisions.

Country Growth and Marketing Manager Jan 2023 – Present

AkiverseAfrica / Asia

- Manage cross-border stakeholder and vendor/partner coordination across Africa and Asia, generating \$500,000 in partnerships and 30% user growth.
- Streamlined integration of blockchain-based payment and asset systems into platform operations, improving system reliability and user experience.

Project Operations and Marketing Manager Jan 2022 – Jan 2023

NEO Holdings (Watr Protocol)Zug, Switzerland

- Supported construction and manufacturing partners in integrating ethical sourcing frameworks through blockchain-enabled supply chain systems, improving material traceability and SDG alignment.
- Coordinated data-driven outreach and stakeholder engagement across the built environment and materials supply chain sectors, increasing industry visibility by 40%.

EDUCATION & CERTIFICATIONS

Master of Science, Facilities Planning and Management (In Progress)Florida A&M University, Tallahassee, FL

Bachelor of Science and Technology, Building Technology University of Lagos, Lagos, Nigeria

PROFESSIONAL AFFILIATIONS & HONORS

Member, International Facility Management Association (IFMA) | Member, ConnexFM | Member, National Association of Home Builders (NAHB)

Represented Florida A&M University at the IFMA competition, securing \$14,000 in grant funding.

CALEB FIELDS

📍 Tallahassee, FL ☎️ (850) 960-4732 ✉️ Caleb1.fields@famu.edu | Calebfields2020@gmail.com

ABOUT ME

Architecture graduate with a strong work ethic and hands-on experience in retail, teamwork, customer service, and architectural software. Seeking opportunities for professional growth in architecture or facilities management.

EDUCATION

2024-2026 Florida A&M University	Bachelor of Science in Architectural Studies Magna Cum Laude (Spring 2026)
2021-2024 Gulf Coast State College	Associate of Arts in Architecture
2017-2021 Bay High School	AICE Diploma

EXPERIENCE

2023-Present Publix Supermarkets	Grocery Replenishment Specialist • Stock, rotate and organize merchandise. • Maintain aisle presentation. • Provide excellent customer service.
2021 Walmart	Merchandising Associate • Stocked inventory and assisted customers.

HONORS

- Magna Cum Laude
- Tau Sigma Delta Honor Society
- Dean's Honors List
- Bright Futures Scholarship
- AICE Diploma

VOLUNTEER

- Camera Operator - New Life Christian Center (2019-Present)
- Youth Leader - New Life Christian Center Tallahassee (2024-Present)

SKILLS

Revit	SketchUp	Autodesk Forma	Twinmotion
Adobe CC	MS Office	Customer Service	Teamwork
Physical Modeling	Drawing & Sketching	Managing Inventory	

OYINDAMOLA SHONDE

Miami, FL | oyindamolashonde1@gmail.com | (954) 682-0572

EDUCATION

AUGUST 2026-CURRENT

MASTER OF SCIENCE IN ARCHITECTURE: FACILITIES MANAGEMENT, FLORIDA A&M UNIVERSITY

- Focus: Facilities management, building systems, construction/project management, preventive maintenance, asset management, space planning, and sustainable building operations.

AUGUST 2022-MAY 2026

BACHELOR OF SCIENCE IN ARCHITECTURE, FLORIDA A&M UNIVERSITY

- Focus: construction documentation, building systems, urban planning, sustainable design
Software: AutoCAD, Revit, Rhino, Adobe Creative Suite

RELEVANT EXPERIENCE

AUGUST 2026-CURRENT

FACILITIES PLANNING INTERN, FLORIDA A&M UNIVERSITY

- Assisted with facilities planning and space management, evaluating building spaces, occupancy, and utilization to support university planning needs.
- Applied architectural and facilities management knowledge to building operations, sustainability, and long-term facility planning.

OCTOBER 2024-DECEMBER 2024

CONSTRUCTION VOLUNTEER, HABITAT FOR HUMANITY

- Collaborated with team members, supervisors, and future homeowners to ensure safe and efficient construction practices.
- Contributed to improving community stability and access to safe, quality housing.

LEADERSHIP & PROFESSIONAL INVOLVEMENT

- **Graduate Facilities Management Program Ambassador**
Florida A&M University | 2026–Present
 - Represent the MS in Facilities Management program and support prospective students by sharing information, graduate experience, and career opportunities in facilities management.

ALLEN J. SMITH

212 Woodsong Lane, St. Augustine, FL 32092 | (757) 753-5737 | allenjsmith2022@gmail.com
Portfolio: linktr.ee/AllenJSmith

PROFESSIONAL SUMMARY

Architecture graduate and current M.S. student in Architecture - Facilities Management with experience supporting residential design, community revitalization, architectural visualization, schematic layouts, and construction-ready floor plans. Seeking opportunities to apply design, technical, and facilities-management knowledge to real-world projects.

EDUCATION

Florida A&M University - M.S. in Architecture - Facilities Management

Tallahassee, FL | Enrolled 2026 - Present

Florida A&M University - Bachelor of Architecture

Tallahassee, FL | Graduated May 2026 | GPA: 3.46

- Dean's List Honoree

- Target Advancing Design Dive Scholar (2022-2026)

- The Home Depot Scholar (2024)

- Adidas Black & LatinX Community Award (2024-2025)

Bartram Trail High School - High School Diploma

St. Johns, FL | 2018 - 2022 | GPA: 3.1 | Honor Roll Student

PROFESSIONAL EXPERIENCE

Paramount Investment Firm, LLC - Student Designer & Creative Contributor

St. Augustine, FL | Jan 2024 - Present

- Collaborate with co-owners and contractors on community revitalization housing projects.

- Assist with architectural visualization, schematic sketches, and layout design for residential projects.

- Support the design team in producing construction-ready floor plans, client presentations, and conceptual renderings.

Pet Supplies Plus - Sales Associate

St. Augustine, FL | Feb 2022 - Jun 2022

- Managed inventory and customer purchases while assisting customers with animal care.

Vesta Property Services - Lifeguard

St. Augustine, FL | Jun 2020 - Feb 2022

- Monitored pool activities, enforced safety rules, and responded to emergencies.

VOLUNTEER EXPERIENCE

Black Family Foundation, Inc. - Volunteer | Feb 2024 - Present

- Assist with fundraising and scholarship event logistics and represent the organization's mission.

Do Gooders Homeless Initiative - Volunteer | Mar 2019

Hedges and Highways Boutique - Volunteer | May 2019 (100 hours)

National Voices for Equality - Volunteer | Jul 2019 (50 hours)

SKILLS

Architectural Design: Rhino 7, SketchUp, Adobe Photoshop, Adobe InDesign | **Software:** Autodesk Revit (Certification in Progress), Microsoft Office Suite

Safety: CPR, First Aid, AED, Lifeguard Certified | **Communication:** English, American Sign Language (basic)

INTERESTS

Community Outreach & Affordable Housing | Sustainable Urban Design | Digital Illustration & Rendering

Maritza Wiggins

Tallahassee, FL | maritzaw2004@icloud.com | 610.816.9637

Work Experience

➤ ROOMY, The Living Company - Tallahassee, FL

Installation Coordinator | August 2025 – Present

- Read and analyze construction documents
- Coordinate the delivery and installation of residential furniture and complete quality checks

➤ Florida A&M University Bank of America's Job Initiative Strike Forward Program – Tallahassee, FL

SAET Fall Intern | Sep – Nov 2025

- Handled administrative tasks and schedules using Excel
- Supported faculty with project coordination

CoPPS, IPH Summer Intern | May – July 2025

- Developed logo concepts and improved backdrop/set design
- Managed social media pages and published articles

➤ Muhlenberg Greene Architects Ltd. – Reading, PA

Summer Architectural Design Intern | May – Aug 2024

- Collaborated with architects on design projects
- Created interior elevations and drawings using ArchiCAD
- Conducted site visits and trained students on ArchiCAD

Design Intern | Sep 2022 – Jan 2023

- Assisted with design projects and digital drafting using ArchiCAD
- Processed historical archives and networked with design professionals

➤ Yocum Institute for Arts Education – West Lawn, PA

Scenic Designer | June – July 2024

- Designed and constructed sets for productions and tours
- Managed set building, painting, and team disassembly

Education

Florida Agricultural and Mechanical University – Tallahassee, FL

M.S in Architecture in Facilities Management

Anticipated Graduation Spring 2027

B.S. in **Architectural Studies** Spring 2026 | GPA: 3.70

Skills

Design Software: ArchiCAD, Rhino 3D, Adobe Photoshop/Illustrator/InDesign, Canva, Procore

Professional: Microsoft Office Suite, Social Media Management, Mentoring, Online Tutoring, OSHA 30 Certified

Other: Basic Spanish (developing conversational skills), Customer Service, Retail, Typing 55 wpm, Woodworking

Activities & Leadership

Alpha Kappa Alpha Sorority Inc., Spring 2025

AIAS (President 2026-27, Vice President 2025–26)

Women Student Union (Historian Chair 2025–26)

Images Modeling Troupe Inc. (Miss Images 2025–26)

Women in Architecture (PR Chair 2024–25)

Alpha Lambda Delta Honor Society (Service & Philanthropy Co-Chair 2024-25)

NOMAS

Marching 100 (2023 - 2026)

NAPC Advisory Group Member

Leon County Sustainability Ambassador

SAET University Liaison

Awards & Achievements

AIA Tallahassee Student Award & Scholarship (2025)

Dr. Leonard Johnson Scholarship Recipient (2025)

FAMU Alumni Association Scholarship (2025)

NOMA HBCU PDP Prescott Reavis Grant (2025)

Preservation on Main Street Conference Scholarship (2024)

Presidential Scholar (2023)

[Portfolio 2026 Link](#)

References and portfolio available upon request

Kedar Wright

Email: kedarwright1@gmail.com | kedar1.wright@fam.u.edu | Phone: (448) 500-7508 |

Professional Summary

Multidisciplinary professional with experiences across administration, business process outsourcing, education, tax compliance and enforcement, and technical services sectors. I'm adept at integrating skills into new fields by analyzing processes then creating and encouraging solutions that promote efficiency. I am currently pursuing a master's degree in Facilities Management which will serve to amalgamate and consolidate my diverse and unique background.

Education

Facilities Management (Master of Science in Architecture) MS, 2026 – Present

Florida Agricultural and Mechanical University, Tallahassee, Florida, USA

Bachelor of Arts in Religion, Minor in Mathematics, *Cum Laude* (GPA: 3.57) – 2017

Northern Caribbean University, Mandeville, Jamaica

Certificate in Supervisory Management – 2020

University of the West Indies (Open Campus), Montego Bay, Jamaica

Professional Experience

Fabrication Lab Supervisor | School of Architecture and Engineering Technology, Florida Agricultural and Mechanical University – Tallahassee, Florida, USA

September 2026 – Present: Facilitate completion of projects and assignments done by graduate and undergraduate students on 3D printer, laser printer and plotter. Provide ideas to team for innovating workspace to optimize functionality and efficiency.

Excise Officer | Tax Administration Jamaica, Ministry of Finance – Montego Bay, Jamaica

Jan 2022 – Present – Serve as primary onsite liaison between manufacturers and government for tax compliance, enforcement and payment. Monitor activities to ensure regulatory and quality standards are upheld.

Fuel Station Administrator | West Indies Petroleum (Thrifty Service Station) – Rose Hall, Jamaica

Sep 2019 – Jan 2021 – Performed daily stock reconciliation, managed sales flow, and coordinated cash handling. Created and maintained spreadsheets to analyze sales trends, margins and report on efficiency.

Educator (Mathematics) | Green Pond High, Ministry of Education, Montego Bay, Jamaica

Sep 2017 – Aug 2018 – Taught mathematics to grades 7-11 (ages 12-17), preparing students for regional examinations. Managed academic records. Provided guidance to supervisory staff and parents to resolve academic concerns. Contributed to several initiatives to support student development and growth.

KEY SKILLS: Analysis • Communication • Critical Thinking • Decision-Making • Leadership • Management • Microsoft Word & Excel Proficient • Planning & Organizing • Problem-Solving • Public Speaking • Time-Management