





JAMIE ZAKOVEC

 jamiezakovec.com
 jamie.zakovec@gmail.com
 jzakove@uark.edu
 linkedin.com/in/jamiezakovec

EDUCATION

UNIVERSITY OF ARKANSAS

Fay Jones School of Architecture + Design
Honors College
Bachelor of Interior Design
Expected Graduation – May 2022
Cumulative GPA: 3.87 | Major GPA: 3.94

SKILLS

Revit 2020	Microsoft Office Suite
Rhino 6	Hand Drawing
3Ds MAX	Communication
Adobe Photoshop	Organization
Adobe Illustrator	Collaboration
Adobe InDesign	Account Management

RECOGNITION

2ND-Year Interior Design Book Award / 2020
Given to students who showed intellectual curiosity and high academic performance in the program

Chancellor's List / 2020
Given to students with a 4.0 GPA for the semester

Dean's List / 2018-2019
Given to students with a 3.75+ GPA for the semester

Merit Scholarship / 2018-2020
\$2,000 Scholarship for students with high academic performance

WORK EXPERIENCE

MATERIALS LAB ASSISTANT

Fay Jones School of Architecture + Design | September 2020 – Present

- Actively assist students and faculty in locating the materials in the lab
- Log materials in and out of library and manage overdue items
- Regularly organize and file collection items and supervise visitors to protect collection and lab organization

SPECIAL NEEDS SUMMER CAMP COUNCELOR

Pediatrics Plus | May 2020 – July 2020

- Efficiently multi-tasked and problem-solved unpredictable situations with special needs children between the ages of 5 to 12 years old.
- Worked closely with physical and occupational therapists to plan the children's schedules and daily activities

NANNY AND BABYSITTER

December 2015 – August 2019

- Worked closely with both children and parents to ensure that children are well-behaved and cared for, also accompanying children on playdates and appointments
- Performed housekeeping tasks throughout the day including cleaning up dishes after meals, picking up toys and objects from play areas, and washing clothing

INVOLVEMENT

ASID STUDENT CHAPTER, TREASURER

Fay Jones School of Architecture + Design | September 2020 - Present

- Prepares the budget in conjunction with the President and support of faculty advisor
- Maintains accurate financial records and up-to-date records to be organized in the chapter's shared file platform

FAY JONES WEBSITE DISTRIBUTION COORDINATOR

Fay Jones School of Architecture + Design | September 2020 - Present

- Coordinator for the email distribution team for the interior design internship website
- Contacted companies on the email distribution list to confirm information and emails

PHI MU, RECRUITMENT DESIGNER

Alpha Beta Chapter | University of Arkansas | January 2020 – August 2020

- Designed shirts, banners, and graphics for the Fall 2020 Sorority Recruitment
- Assisted Recruitment Director in selecting décor for the house and budgeted the cost of decorations

PHI MU, POTENTIAL NEW MEMBER LEADER

Alpha Beta Chapter | University of Arkansas | August 2019 – November 2019

- Lead a group of potential new members to teach them the history and traditions of Phi Mu
- Answered any questions for the new members and was the connection between the potential new members and initiated members