

SARA POURGHAEED

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Houston, TX

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EXPERIENCE

Jackson & Ryan Architects, Houston, TX; jacksonryan.com

October 2024 - Current

Associate, Designer, Architectural

Oct. 2024 – Current

Strongly focused on interiors, material selection, and design detailing across commercial and institutional projects. Leads the organization and development of the firm's materials library while supporting multiple project teams with finish palettes, product research, and consultant coordination. Experienced in guiding projects through design development and construction documentation.

Collaborate Architects, Houston, TX; collaborateteam.com

FEBRUARY 2021 - MAY 2024

Associate, Project Manager, Architectural

Feb. 2022 – May. 2024

Coordinated with clients, consultants, and general contractors throughout all phases of the design process. Assisted with construction document production, consultant coordination, client meetings, and permit submissions while helping ensure project deadlines and deliverables were met. Supported internal initiatives including career fairs, candidate interviews, and Lunch & Learn presentations.

Designer, Architectural

Feb. 2021 – Feb. 2022

Collaborated with designers to create preliminary designs. Developed technical construction documents. Curated interior finish selections and design presentations. Responsible for creating interior/exterior renderings, 3D models, and graphics for projects and presentations.

TRW Engineers Inc., Houston, TX; tscengineering.com

OCTOBER 2019 - FEBRUARY 2021

Designer, Project Coordinator

May 2020 – Feb. 2021

Coordinated with local county leaders and stakeholders to address project-specific challenges. Contributed to project planning by defining project requirements, overseeing design concepts, and reviewing working drawings. Assisted in internal planning sessions focused on site engineering and construction management, while maintaining detailed records, including plans, schedules, and reports for the engineering team.

Designer, Intern

Oct. 2019 – May 2020

Collaborated closely with engineers to produce detailed construction documents during the design and construction phases. Assisted in creating marketing materials for business development.

SUMMARY

Creative designer with experience across commercial and institutional projects. Strong focus on interiors, material selections, and design development, with the ability to translate design intent into clear, buildable solutions. Known for being highly organized, collaborative, and thoughtful in supporting project teams to develop thoughtful, well-executed design.

EDUCATION

Bachelor of Architecture (B.Arch)

University of Houston; Houston, TX
May 2019

AWARDS & HONORS

Artist of the Year - The Village High School Arts Program

MAY 2012

Prom Dress Design Contest - Seventeen Magazine

FEBRUARY 2012

SKILLS

Design Software; Microsoft Office, Autodesk Revit, Autodesk AutoCAD, Adobe Creative Cloud, Rhino, 3D, VRAY for Rhino, Microsoft Office, Bluebeam Revu, Procore

Soft Skills: Designing, Teamworker, Passionate, Creative, Motivated, Empathetic, Enthusiastic, Strategic, Productive, Organized, Communicative, Adaptable, Collaborative, Multitasking, Active Listening, Active Learning, Dedicated, Detail Oriented

REFERENCES

References are available upon request.