

# ANASTASIA BOHON

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## PROFESSIONAL EXPERIENCE

### Babula Architecture, LLC

Morris Plains, NJ

Intern

June 2019 – September 2020

- Drew architectural plans, elevations, sections, diagrams, and details for residential and commercial projects
- Interpreted Architect's pen sketches and translated design into 3D digital models in Revit
- Independently took projects from preliminary hand sketches to final construction documents
- Compiled complete construction documents for client and municipal review
- Researched and processed zoning code to provide clients with realistic design expectations and variance options
- Assisted with structural analyses for both residential and commercial specifications

### Posen Architects, LLC

West Orange, NJ

Student Intern

September 2017 - March 2018

- Processed Change Orders and Requests for Information directly with contractors and construction firms
- Archived past projects and maintained organization of current projects in library
- Facilitated measuring and drawing existing features of commercial buildings
- Designed diagrammatic plans for existing building remodel in order to provide customer with design options
- Researched materials and alternatives to meet project budgets and client expectations
- Drew lighting plans as per P.M.'s sketches and generated respective construction documents to meet deadlines

### Morris County Department of Planning and Public Works

Morristown, NJ

Intern, Div. of Historic Preservation, Div. of Cultural & Historical Resources

June 2014 - August 2015

- Conducted field work to document historic, cultural, and archeological sites
- Provided final documentation of Greystone Park Psychiatric Hospital Campus prior to demolition
- Evaluated grant requests and preservation or restoration feasibility
- Contributed to preservation progress reviews to check for compliance with local, state, & federal regulations
- Researched & catalogued Morris County veterans from all wars into a new database
- Recorded internments at previously unmapped cemetery and added it to county database
- Researched previously unidentified cultural landmarks through collaborations with local historic societies, amateur historians, genealogists, & Library of Congress librarians

## EDUCATION

### Master of Science of Infrastructure Planning

Graduated December 2020

New Jersey Institute of Technology

*Notable Courses:* Geographic Information Systems; Grant Writing & Grant Management; Information System Principles; Knowledge Management; Land Use Planning

### Bachelor of Science of Architecture

Graduated Cum Laude May 2019

Albert Dorman's Honors College at New Jersey Institute of Technology

**Minor** in Theater Arts and Technology

*Notable Courses:* History of the Global Metropolis; History of Non-Western Architecture

Studies Abroad:

**Danish Institute of Study Abroad**, Copenhagen, Denmark. July 2018

**Cambridge University Institute of Continuing Education**, Cambridge, UK. August 2018

## LEADERSHIP EXPERIENCE

### **Boonton Volunteer Fire Department, Harmony Hose & Engine Company No. 2**

**Lieutenant**, January 2021-Present

**Chairwoman of Ticket Sales**, Labor Day Carnival Fundraiser, 2018-Present

Fire Officer 1 Certification; Firefighter 2 Certification; Fire Harness and Rope Operations Certification;

Firefighter 1 Certification; FEMA Incident Management System Levels 100 & 700 Certified

HAZMAT, Right to Know, Bloodborne Pathogens, BLS CPR, & SCBA Annual Certifications

Member since 2015 | Junior Auxiliary Member 2011-2015

### **Sokol USA, Lodge 32 - Boonton, NJ**

Lodge Reservations & Rentals Assistant, 2020-Present

Lodge Bar Manager, 2019-Present

Life Member

### **American Institute of Architecture Students (A.I.A.S.), NJIT Chapter**

Chapter President, May 2019-May 2020

Northeast Quadrant Director Candidate, 2020 Forum Toronto Conference

Studio Culture Task Force Chair, February 2018 – May 2020

Member since September 2015

### **NJIT Public Safety Society of Emergency Medical Technicians and Community Service Officers**

Community Service Officer Student Sergeant, October 2018 - May 2019

Recipient of NJIT Public Safety Challenge Coin 2018

Founding Member, Fall 2018

### **Benjamin A. Gilman Scholarship & Teaching Program, U.S. Department of State**

Admitted to program in Summer 2018

## GENERAL SKILLS

- Adaptive Leadership
- Quick Thinking
- Problem Solving
- Flexibility
- Editing
- Consulting
- Collaboration
- Compassion
- Detail-Conscious
- Quality Customer Service
- Documentation

## COMPUTER & TECHNICAL SKILLS

*Advanced* in: Adobe Acrobat, Adobe Illustrator, Autodesk Revit, Google Suite, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Slack, WebEx  
emergency management, zoning regulations research

*Intermediate* in: Adobe Photoshop, Adobe InDesign, ArchGIS, AutoCAD, Google Sketchup, HTML Coding, Microsoft Access, Rhinoceros, Zoom  
administration functions, database management, property report writing, Spanish, survey analysis, writing grant applications

*Beginner* in: Adobe Animate, Adobe Premiere, Java Coding, Pepakura  
American Sign Language, construction management, Russian, structural calculations, water treatment

## REFERENCES

**Jon Babula**, Owner & Architect at Babula Architecture. (973) 998-4979 | babula.architecture@gmail.com

**Dianna Hnat**, Computer Scientist at Joint Base McGuire-Dix-Lakehurst. (732) 323-2597 | dianna.hnat@us.army.mil

**Christina Geiger**, personal reference. (973) 462-9705 | cgeiger@ramapo.edu