

Tala Malkawi
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Cover Letter

As a top-ranking Architecture graduate from the University of Petra with experience in both design and academic administration, I bring a well-rounded and driven approach to every role I take on. My background includes architectural design, executive drawings, and hands-on involvement in university admissions and registration, equipping me with strong organizational and communication skills.

Currently pursuing my Master's degree while working full-time, I am highly motivated, detail-oriented, and adaptable under pressure. I approach my work with both passion and professionalism, consistently aiming to deliver thoughtful, high-quality results.

I believe I can add great value to any team I join through my commitment to collaboration, my ability to manage tasks efficiently, and my experience balancing creativity with practical execution. My unique combination of academic excellence, administrative insight, and design experience allows me to contribute meaningfully to both creative and operational projects.

I am seeking a dynamic opportunity where I can continue to grow professionally, contribute to meaningful work, and be part of a supportive, forward-thinking environment. I would welcome the opportunity to further discuss how my skills align with your team's goals.

Sincerely,
Tala Malkawi

TALA MALKAWI

ARCHITECT

00962799479167
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AMMAN, JORDAN

OBJECTIVE

A passionate architect. A hard worker that enjoys creative work. I am reliable and dedicated; I entertain leadership roles where I can work with a team as I also excel in individual planning. I am an opportunist seeking to expand my knowledge through courses, internships and various vacancies.

SKILLS & ABILITIES

As an architect, I possess a strong foundation in design principles, proficiency in architectural software, and the ability to create innovative, functional, and aesthetically pleasing spaces that meet client needs and adhere to building regulations.

EXPERIENCE

March 2025- Present

Teacher Assistant

German Jordanian University

Public Relations Assistant to the Director of CTC:

- Responsible for designing all media and visual materials required by the Consultation and Training Center.
- Manage and update the university's official webpage dedicated to the Consultation and Training Center.
- Oversee the center's digital marketing efforts, including content creation and management across social media platforms.
- Assist in developing and implementing internal and external communication strategies to enhance the center's public image.

April 2024- March 2025

Junior Architect

BIMTEC Consultancy

- 3D modeling using Revit.
- Collaborating with engineering departments, including MEP, structural, and electrical teams.
- Drafting all kinds of architectural drawings and detail.

February 2024- April 2024

BIM Architect

Mena Qual

- Design and sketching concepts.
- 3D modeling a technical faculty using Revit.

July 2022- September 2022 **Architecture Intern**
Sabatini Consultant Office
-Designing and planning.
-Shop drawings and rendering.

EDUCATION

March 2025 **M. Sc. in Sustainable Buildings**
German Jordanian University
Expected graduation in 2027

February 2024 **BS in Architecture**
University of Petra
GPA: 3.74, Graduated with honors, ranked first in the class

TECHNICAL SKILLS

Architectural software: (Revit, AutoCAD, Sketchup, Lumion, Enscape, Twinmotion, Vray, Photoshop).

Microsoft Software: (MS Excel, Word, PowerPoint).