
KATHLEEN TAI-SUN HIA

RFD 1, Box 999

Greenwich Road

Bedford, NY 10506

(914) 555-4321

Education **MASSACHUSETTS INSTITUTE OF TECHNOLOGY** **Cambridge, MA**
Master of Architecture, May 1991.
Thesis *Exploding the Edge: Inversions into the Urban Landscape.*

AMHERST COLLEGE **Amherst, MA**
Bachelor of Arts, Major in Fine Arts, May 1988. Class President, 1988.
Studied architecture at the University of Copenhagen, 1986-1987.

Experience **STARI GRAD** **Mostar, Yugoslavia**
Awarded Aga Khan Summer Fellowship to design new pedestrian street, commercial buildings in Mostar, a 15th-century fortified town heavily influenced by Islamic, Italian and Austro-Hungarian architecture. Prepared axonometric documentation of existing site conditions. Studied historic preservation methods while travelling to similar settlements in Yugoslavia, Italy. *Summer 1990*

RICHARD HENRY BEHR, ARCHITECT **Armonk, NY**
Fordham University Ecology Research Center: Armonk, NY
Developed 100-acre plan for conference center, graduate and faculty housing, and biology and ecology research labs. Designed graduate housing for 45 students.
South Norwalk Train Station: Norwalk, CT
Designed residential modular prototypes for 300-unit affordable housing development. Developed concept model for adjoining multi-use train station. *Summer 1989*

RUSSELL GIBSON von DOHLEN ARCHITECTS **White Plains, NY**
Olive Brant Retail Plaza: Armonk, NY
Designed outdoor dining pavilion, 1000-square foot additional retail space and new arcade facade for an 8000-square foot shopping plaza. *Summer 1988*

GILLEN KUHN RIDDLE & GRAY, ARCHITECTS **Amherst, MA**
Designed Marocco Residence in Hadley MA, a 675-square foot river-front summer cottage. Designed residential additions for clients in New England. *Summer 1987*

Design Fellowships Aga Khan Fellowship in Islamic Architecture, Summer 1990.
Awarded Associates of Fine Arts Fellowship from Amherst College for travel across United States to document thirteen residences designed by Frank Lloyd Wright, Summer 1986.

Other awards include Charles Hamilton Houston Prize for Humanitarianism, 1988, and Amherst College Memorial Fellowship for Graduate Studies, 1988 and 1989.

Susan Sontag
90 Kirkland Street
Cambridge, MA 02138
617/522-2158

- Summary**
- * strong organizational and project management skills
 - * experienced in community relations, especially working with diverse constituencies and coalition building
 - * skilled at written and oral presentation, including proposal writing and public speaking

Education **MASSACHUSETTS INSTITUTE OF TECHNOLOGY** **Cambridge, MA**
Master in City Planning, June 1990. Concentration in Housing and Community Development.
Thesis: Can Training Programs Challenge the Barriers that Limit Women's Economic Equality?

COLBY COLLEGE **Waterville, ME**
Bachelor of Arts, June 1983. Cum laude with honors in American Studies and Sociology.

Experience **WOMEN FOR ECONOMIC JUSTICE** **Boston, MA**
Organized three grassroots campaigns on welfare issues and health care. Designed, implemented and coordinated educational and lobbying events on local, state and national levels. Built and expanded coalitions, facilitated local meetings, developed timelines and planned strategy. Coordinated successful grassroots fundraiser, "Men Who Cook." Supervised 40 volunteers and 75 celebrity cooks, and planned event. Produced organizational newsletter: solicited articles, designed layout, supervised printing and distribution. 1986 - 1990

PROJECT BREAD HUNGER HOTLINE **Boston, MA**
Designed statewide survey of emergency food providers and wrote annual report for policymakers and public. Researched and wrote in-depth report on causes of hunger in Boston and policy implications. Lectured on hunger and poverty issues at area universities. Organized five neighborhood networks of emergency food providers in Boston. Developed food referral system and conducted advocacy work for families. 1985 - 1988

WOMEN'S INSTITUTE FOR HOUSING AND ECONOMIC DEVELOPMENT **Boston, MA**
Researched model economic development and housing programs for women throughout the United States for practitioners' manuals. Summer 1989

- Related Background**
- * Member, *Dollars & Sense* editorial collective. Responsible for managing, writing, editing, 1989 - present.
 - * Board member, Capital Council for Children, a watchdog and advocacy group, East Boston, 1987 - 1990.
 - * Tutored teachers of English at intensive summer school, German Democratic Republic, 1988 - 1990.
 - * Conducted interviews for major longitudinal study of elderly, East Boston Health Center, 1985 - 1986.
 - * Guest lecturer in American Studies, University of Jena, German Democratic Republic, 1984.
 - * Statistical experience includes modeling with multiple regression techniques using SPSS and Lotus 123. Proficiency with WordPerfect and Q&A.
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COVER LETTER FORMULA

72 Seminole Way
Sacramento, CA 17012

September 5, 1994

Ms. Carla Fuentes
Vice President, Resource Planning Department
The Wilderness Society
900 Seventeenth Street, N.W.
Washington, D.C. 20006

Dear Ms. Fuentes:

First Paragraph: Tell why you are writing, name the position, or field, or general vocational area in which you are interested. Tell how you heard of the opening or organization (e.g., job notices in the Career Services Office, ad in newspaper, etc.).

Second Paragraph: Mention one or two qualifications you think would be of greatest interest to the employer, slanting your remarks to her point of view. Tell why you are particularly interested in this company, location, or type of work. If you have had related experience, or specialized training, point it out. Refer the reader to the enclosed resume which will give additional information concerning your background and interests.

Third Paragraph: Close by stating your desire for an interview, suggesting time and date. You may say that you will phone in a week or so to arrange an appointment. Make sure that your closing is not vague, but makes a specific action from the reader likely.

Sincerely,

Linda Gregg

enclosure (your resume)