

# Kelly Horvath

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16thcfrenchandarchitecture.com

## Skills

- Architectural Software
  - Autodesk Suites
  - Adobe Creative Cloud
  - Lumion
  - SketchUp
- French
  - Reading- Advanced
  - Writing- Advanced
  - Speaking- Proficient

## Awards

- Schmidt Creative Art Scholarship- Architecture and Interior Design
  - 2018-Present
- Walter C. Pfeiffer Architecture Scholarship
  - Fall 2021
- Luxembourg Exchange Scholarship
  - Fall 2020
- Marion Boyd Havighurst Scholarship
  - Fall 2020
- Undergraduate Summer Scholars Research Grant
  - Summer 2020
- French Excellence Award
  - Spring 2019

## Education

- Miami University- 3.86 GPA May 2022
  - Bachelor's of Arts- Architecture
  - Bachelor's of Arts- French
- MUDEC Semester Abroad Fall 2020
  - A three month home-stay at Miami's campus in Differdange, Luxembourg
- Dijon Intensive Study Abroad June 2019
  - A five week cultural dorm-stay in Dijon, France studying French

## Experience

- Varsity Tutors Virtual Tutor Jan. 2022-Present
  - Creating lesson plans and adjusting them as necessary for students age 6-55
  - Coordinating with multiple clients to ascertain their needs and schedule
- Color World Customer Service May 2020-Aug. 2021
  - Client outreach and satisfaction, scheduled appointments, and organized files
  - Researched licensure requirements for franchisee division
- US Embassy- Luxembourg Public Affairs Intern May 2021-July 2021
  - Within the Public Affairs department: archived two ledgers, created several project proposals, curated their Instagram feed through August, and wrote a speech for the Charges d'Affaires
  - With Education USA: presented to high school students about American colleges, consolidated data, researched products, and created a proposal
- Faculty Lead Research May 2020-Aug. 2020
  - Researched 16th century architecture and its references in 16th century French literature of three authors with the help of faculty member
  - Created a website as the capstone project
- American Family Insurance Administrative Assistant Dec. 2017-April 2018
  - Wrote letters of notification to all current and prospective clients
  - Organized business affairs and administrative files
- Emergency Plumbing Service Administrative Assistant June 2017-Aug. 2017
  - Created software to simplify previous complex programs
  - Researched various solutions and necessities and reorganized business files

## Extracurriculars

- College Creative Arts Scholar Aug. 2018-Present
  - I am a student scholar, and sophomore year I was a CCA Scholars mentor for two freshman also in the organization.
- Student Representative for Class of 2022 Aug. 2019-Present
  - I am one of the representatives for the architecture students in the class of 2022. We meet once a month to discuss how students affairs with faculty, propose questions as a collective, and to plan our end of semester show.
- Undergraduate Teaching Assistant Jan. 2021- May 2021
  - As an Undergraduate Assistant for ARC211, I was in charge of leading a group of three students through class discussions and group project work. I also coordinated grades with the professor, John Reynolds, and the other UAs.
- Secretary and Treasurer Aug. 2020-Nov. 2020
  - I was the secretary, treasurer, and activities coordinator. I would arrange, schedule, and budget for all of our activities for the semester- once a week both on and off MUDEC's campus. This also lead to valuable communications practice with event space coordinators and staff in French.