

EMILY WIEGAND

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WORK

PROJECT MANAGER

ACADEMIC TECHNOLOGY SUPPORT FOR UT AUSTIN | AUG 2015 - PRESENT

Led IT projects from initial concept through completion. Acted as a communications liaison between non-technical customers and IT systems administrators and managers. Consulted with internal teams to create, standardize, and implement new processes for optimal quality and efficiency of work.

INVENTORY MANAGER

Designed and documented processes to manage one third of IT assets on the UT campus (approximately 12,000 assets valued at over \$10,000,000). Managed a team of 7 full-time inventory supervisors and 4 part-time students responsible for new purchases, repurposing computers, and verifying assets for each CSU as part of the state's Annual Inventory Certification. Weathered UT's hiring freeze and loss of staff by reorganizing and identifying efficiencies to ensure quick and thorough service to our customers while the Inventory Team was reduced to 2 full-time supervisors and 3 part-time students.

CUSTOMER CONSULTATIONS AND PRESENTATIONS

Met one-on-one with customers to assess data storage and design custom solutions for day-to-day work, research labs, and exhibition space needs. Trained individual professors and large staff groups to use new data storage solutions and worked closely with customers to ensure safe data management.

ARCHITECTURAL DESIGNER

MELL LAWRENCE ARCHITECTS | JAN 2013 - AUG 2015

Co-managed projects from early design phases through construction. Produced drawings, renderings, digital and physical models, and graphics for web and print.

CLIENT RELATIONS

Worked one-on-one with clients to build meticulously designed projects.

LEADERSHIP

Led all marketing initiatives. Planned and organized the exhibition of a house on the 2014 AIA Austin Homes Tour, an event with over 2,000 attendees. Liaison with contractors and trades for event sponsorship.

MARKETING

Created presentations and submissions for competitions and awards. Implemented and oversaw all social media presence for office.

WEB DESIGN

BUILDING AND MAINTAINING WEBSITES FOR BUSINESSES | 2013 - PRESENT

Maintenance and content editing for UT's [Academic Technology Support](#). Redesign, maintenance, and content editing of [Mell Lawrence Architects](#), [Rickhoff Law Firm](#), and mobile site for [Max Levy Architect](#). Small web design projects for clients from blogs to personal sites.

EDUCATION

UNIVERSITY OF TEXAS AT AUSTIN

MASTER OF ARCHITECTURE
BACHELOR OF ARTS IN ENGLISH
Phi Beta Kappa Society

SKILLS

PROJECT MANAGEMENT

Managing projects of various size and complexity from initial concept to final product. Leading teams through short-term projects and continuous services.

COMMUNICATION

Presenting technical information and processes to large groups and one-on-one. Writing and editing content. Translating trade jargon verbally and visually for a broader audience.

TECHNICAL

Model making with small hand tools, laser cutters, and CNC routers. [Experience in woodshops](#) with miter saw, table saw, drill press, planer, and other tools. Editing and updating existing websites and dynamic web applications in Drupal front end, Wordpress, WYSIWYG editors, etc.

DESIGN

Using Adobe Creative Suite for publication materials, [rendered images](#), and UX design. Combining SketchUp, AutoCAD, Vectorworks, hand drafting, and [sketching](#) to create architectural drawings and [digital models](#).

ABOUT

INTERESTS

Reading at least 2 books at a time, taking long walks through the city, [exploring new creative techniques](#).

FUN FACTS

Photo collages [published in Texas Architect](#) comparing the architecture and landscape of Texas and Italy. Co-hosted a feminist radio program about women, gender, and sexuality with a mission to inform and inspire women.