

## **Elizabeth A. Gould**

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### **EDUCATION:**

#### **Harvard University, Graduate School of Design, Cambridge, Massachusetts**

Master in Design Studies  
Concentration in Computer Aided Design  
Graduated June 1993

#### **Syracuse University, Syracuse, New York**

Bachelor of Architecture  
Graduated May 1986

#### **Rhode Island School of Design, Providence, Rhode Island**

Division of Architecture  
September 1980 - February 1982

### **EMPLOYMENT:**

#### **Gould-Sherwood Consulting, LLC**

Part time, beginning in September 2002  
Incorporated in January 2005  
See: [www.gouldsherwood.com](http://www.gouldsherwood.com)

#### **Harvard University, Graduate School of Design**

##### **Assistant Director, Manager of User Services, Windows Servers' Administrator**

Computer Resources Group, October 1995 to January 2005

*Responsible for solving ALL student, staff and faculty problems relating to computing at GSD*  
*Supervise two full time staff members, one intern, and 15-20 student Technical Assistants*  
*Help create and implement policies and procedures for school-wide computing issues*  
*Support 250+ staff and faculty, with both PC and Macs, software and hardware*  
*Support 550+ students with personal computers on GSD network*  
*Maintain 5 public computer labs of mixed PC's and Macs and assorted peripherals*  
*Manage GSD's CAD/CAM lab of specialized hardware, software and peripherals*  
*Maintain 6-8 Windows Active Directory servers, for printing, software, and file serving*  
*Select, price, purchase and install all software used by school (over 100 applications)*  
*Select, price, purchase and install all personal computers and peripherals (60-80 per year)*  
*Maintain hardware inventory database; coordinate repair service and insurance contracts*  
*Created Computer Support Coordinator's group, to teach fundamental skills to staff*  
*Lead student workshops each semester on networking and software at GSD*  
*Manage remote access and computer management at satellite GSD affiliated offices*  
*Co-Chairman of Harvard-wide ABCD "Helpdesk and Student Lab" sub-committee*

##### **Windows Servers' Administrator**

Computer Resources Group, Part time, January 2005 to present

## **Yale University, School of Architecture**

**Lecturer in Computer Aided Design**, 1995-96

**Computer Systems Administrator**, Spring 1996

*Taught 2 courses - "Autocad" and "Three Dimensional Computer Aided Design"*

*Oversaw one computer lab of 20 mixed PC's and Macs, peripherals, and servers*

## **Yale University, Office of Facilities**

**CAD/GIS Consultant**, Planning Department, July 1994 - August 1995

*Assisted in developing a CAD library of plans, database, and guidelines for Yale buildings*

*Initiated a geographic information system of Yale campus*

## **Harvard University, Harvard University Planning Group**

**Associate Project Manager**, CAD/GIS Services, June 1993 - June 1994

*Assisted in space planning studies on campus- especially at Harvard School of Education*

*Added to inventory of CAD based plans of Harvard buildings*

*Developed CAD guidelines, policies and formats*

*Wrote programs for calculating square footage of CAD plans, for cost recovery*

## **Joy and Hamilton Architects**

**Project Architect**

March 1988 - September 1992, Summers 1982, 1985, 1986

Registered Architect: NCARB Certification and Registered in Maine since 1992

*Designed two 10,000 sf day care centers, from schematic design thru construction*

*Oversaw all aspects of projects – bidding, contract negotiations, schematics, design development, specifications, consultant and construction administration*

*Worked on numerous other projects, including house designs and medical facilities*

## **Harvard University, Graduate School of Design – part time employment**

**Instructor** (June 1994, 2000, 2001) and **Teaching Assistant** (June 1993)

Autocad Intensive Training Course

**CAD Research Assistant** (June 1993 - October 1993)

"Architectural History and Theory" with Professor Jorge Silvetti

**Teaching Assistant** (Sept 1993 - February 1994)

"Advanced Geometric Modeling" with Visiting Prof. Gerhard Schmidt

**Research Associate/Author** (May 1993 - December 1993)

"Geographic Information Systems at Harvard University" by Professor Spiro Pollalis

Case Studies on Management and Technology in the Design Process

**Instructor** (June 2001) Harvard GSD Professional Development Courses

"Introduction to Cad/Cam Technologies in Design" and "Cad Cam Technologies Workshop"

**COMPUTER SKILLS:**

Experience with Novell, Microsoft, Macintosh and Unix (Solaris) networks.

Dos, Windows 3.1, 95, 98, 2000, 2003, NT, XP, Unix, Silicon Graphics and Macintosh platforms

Experience with multiple peripherals, including printers, plotters, scanners, slide writers, etc.

Server and system management software knowledge includes: RAS, SMS, PC Anywhere, Ghost, Rev-r-Dist, PC Rev-R-Dist, Installer Wise, KeyServer, Appleshare IP, MacAdministrator.

Experience includes remote access, VPN, firewalls, routers, DHCP, DNS, policy editing.

Client Software knowledge includes: Autocad, 3dStudio Max, Computer Vision, Alias, Claris Cad, Pagemaker, Quark, Illustrator, InDesign, Director, Corel Draw, Dreamweaver, Photoshop, Publisher, Lotus 123, Paradox, Meeting Maker, MS Office, Word Perfect, Focus.

**SEMINARS, TRAINING, ETC.:**

Attended a Microsoft Windows NT Server "Boot Camp" December 1998; Microsoft Windows 2000 Server and Client migration courses.;

Attended seminar on implementing Mac OSX in a public lab environment;

Attended advanced Macintosh and Windows NT troubleshooting seminars;

Attended seminars on IT management and supervising; assisted in organizing a GSD seminar on customer service;

Attended a course on public speaking and presentations.

Completed 2 Microsoft NT Certified Systems Engineer Exams;

Completed A+ Hardware Certification Exam.