

# MINGJIA CHEN

+1 (857)-354-1357

mingjia@mit.edu

Canadian PR  
(Authorized to Work)

Detail-oriented graduate student completing a master's degree in urban planning and 2 years of professional experience in design, showcasing expertise in project management within architecture and book production. Highly organized, with strong quantitative and qualitative research skills. Proficient in Office Suite, Adobe Creative Suite, AutoCAD, and 3D modeling. Familiarity with data processing software including R and QGIS. Advocate for labor rights with working experience in unionized environments.

## Education

**Massachusetts Institute of Technology (MIT)**

Master of City Planning

Master of Architecture, MArch

2021.09 - 2025.12

Cambridge, MA, USA

**University of British Columbia (UBC)**

Bachelor of Environmental Design  
(Honours)

2015.09 - 2019.05

Vancouver, BC, Canada

## Awards

MIT DUSP Graduate Fellowship

2024 - 2025

MIT Arch Full Tuition Fellowship

2021 - 2024

UBC Trek Excellence Scholarship

2016

## Volunteer

Elected Trustee, UE Local 256

2023.11 - 2024.11

Board Member, NOMAS MIT Chapter

2023.11 - 2024.11

Bargaining Committee, UE Local 256

2023.05 - 2023.11

Volunteer, Or Gallery DTES

2022.05 - 2022.08

Volunteer, VPD Granville CPC

2019.06 - 2019.12

## Work Experience

**Editor, *Thresholds* Issue 53**

MIT Architecture

2024.03 - Current

Cambridge, MA, USA

*Thresholds* is a prestigious academic journal in Art and Architecture History by MIT Press. As its 53rd issue editor, I develop thematic concept, oversee production, manage budgets, solicit contributions, and coordinate peer review. I also manage a team of graphic designer, proofreader, and manuscript editor, ensuring seamless print media production with meticulous attention to detail.

**Graduate Teaching Assistant**

MIT Architecture

2024.01 - 2024.05

Cambridge, MA, USA

I provide administrative support to the Architectural Assemblies class, managing tasks such as maintaining the class webpage, holding office hours, and processing legal paperwork for site visits. I act as a friendly liaison between students and the instructor, facilitating communication effectively.

**Landscape Designer**

Hapa Collaborative

2019.06 - 2021.06

Vancouver, BC, Canada

I supported and managed Landscape Architecture and Urban Design projects by providing graphics, drafting, and render production. Having worked across different scales ranging from a private courtyard to the Pitt Meadows Rail Improvement Project, I assisted in drawing package preparation, project coordination, and office administration. Skilled in collaborating with consultants, developers, city employees and architects in a dynamic, fast-paced environment that values creativity.

### Notable Projects include:

- Capstan Village Development, Richmond, BC
- Northeast False Creek Plan, Vancouver, BC
- Burrard Exchange at Bentall, Vancouver, BC

## Professional Skills

• **Project Management**

Efficient in managing multiple projects with overlapping deadlines. Able to work proactively and independently.

• **Microsoft Office Suite**

Proficient in PowerPoint, Excel, and Word. Capable of processing complex data and crafting concise reports, slide decks or memos.

• **Adobe Creative Suite**

Skilled in Photoshop, Illustrator, InDesign and AfterEffects. High level of graphic literacy and experienced in producing provocative renderings, attractive graphic layouts, and communicative diagrams.

• **CAD and Drafting**

Skilled in AutoCAD and Rhinoceros. Capable of drafting and 3D modelling at different scales. Strong familiarity with technical drawings.

• **Data Processing**

Familiar with spatial data processing using QGIS and R. Ability to interpret data descriptively and analytically. Capable of visualizing data through maps, plots and diagrams.

## Languages

- English  
(Bilingual Proficiency)
- Mandarin Chinese  
(Bilingual Proficiency)

## Research Experience

**Student Researcher**

CHIPS for America Office, U.S. Dept. of Commerce

2024.02 - 2024.05

Washington, DC, USA

In a student team, I analyze public transportation near new semi-conductor manufacturing investments. My tasks involve qualitative research, describing current assets, summarizing regional visions, and interviewing city employees in Hillsboro, OR, and New Albany, OH. I also create executive summaries for CHIPS for America policy analysts and draft memos.

**Research Assistant**

MIT Architecture

2023.12 - 2024.02

Cambridge, MA, USA

I collaborated with Prof. Caroline Murphy to support archival image management, including establishing folder structures and implementing an image-attribute tagging system using Are.na and Excel. I analyze manuscript drawings to accurately identify and tag images. This task requires meticulous attention to detail and strong organizational abilities.

**Contract Research Team**

UE Local 256, MIT Graduate Student Union

2023.05 - 2023.11

Cambridge, MA, USA

I supported and managed Landscape Architecture and Urban Design projects by providing graphics, drafting, and render production. Having worked across different scales ranging from a private courtyard to the Pitt Meadows Rail Improvement Project, I assisted in drawing package preparation, project coordination, and office administration. Skilled in collaborating with consultants, developers, city employees and architects in a dynamic, fast-paced environment that values creativity.

## References

Dr. Caroline Murphy  
Research Project Supervisor  
[cemurphy@mit.edu](mailto:cemurphy@mit.edu)  
[+1 \(617\)-253-9824](tel:+16172539824)

Joseph Fry  
Design Principal, Hapa Collaborative  
[jfry@hapacobo.com](mailto:jfry@hapacobo.com)  
[+1 \(604\)-909-4150](tel:+16049094150)

Cristina Parreño Alonso  
Academic Advisor, Architecture  
[cparreno@mit.edu](mailto:cparreno@mit.edu)  
[+1 \(617\)-253-3742](tel:+16172533742)

Full Resume Available Upon Request.  
Thank you.