

Name Name

Address

City, State, Zip

Phone Number

Email

Professional Experience

Company Name
June 2007 – March 2009

Architecture & Interior Design, City, State
Project Manager/ Senior Designer

Managed and implemented full range of design services, provided 3d models for all projects using software, coordinated design consultants, generated and managed project schedule, budgets and billing invoices

Client 25,000 sf

- Created program to remove corporate division and reorganize new functions to include development gamers, customer service, human resources and accounting, and IT/Server with dock function
- Created space plans, 3d models and program requirements for (3) separately managed properties
- Coordinate existing FF&E to reuse and incorporate new FF&E at minimal cost

Client 7,000 sf

- Develop and coordinate space plan with new shell building construction simultaneously
- Services provided include: Design Development, Schematic Design, Construction Documents and Construction Administration
- Additional services included custom designs for reception desk, lighting plan, millwork and fireplace

Client 2,500-25,000 sf

- Contract for Tenant Improvement services provided design development phase through construction administration on as needed basis with a fast paced schedule
- Coordinated bidding, MEP consultants and permitting as required
- On-call services also included BOMA calculations and site visits with prospective tenants to generate immediate program

Client 8,000 sf

- Design development to promote green ideas and company image within the bistro, self-serve market and lounge for company employees
- Created custom REVIT families including millwork, equipment and finishes for final 3d model rendering

Company Name
February 2006 – July 2007

Architecture & Interior Design, City, State
Designer

Produced multiple space plans and construction documents for healthcare and corporate projects, developed new construction document standards for projects produced by Company Name, reviewed current AutoCad standards with specialty consultant to produce on-going ADT training for Company Name

Client 8,000 sf

- Assisted in programming and design concept for an existing employee cafeteria to include all new hot and cold service, coffee bistro, vending, employee food storage, gaming and lounge area
- Produced finish selections for new millwork, cashier stations, banquette design, lounge seating, flooring and ceiling design
- Provided lighting concept for back of house prep, food line to display food well, adequate lighting for cashiers and coffee vendors and appropriate lighting for gaming and eating functions in lounge
- Completed construction documents with coordinated MEP and food service vendors for bidding, permitting and construction

Client 2,500 - 6,000 sf

- Worked with software to select finishes and provide tenant improvement construction documents for doctor's spec suites at various locations throughout Austin
- Provided bidding, permitting and construction administration as required

Client 2,500-8,000 sf

- Produced construction documents for various lab renovations throughout the south City location
- Coordinated new and existing pharmacy and testing equipment for better function within space
- Coordinated and selected existing and new finishes for seamless transition between function of spaces

Client 500,000+ sf

- Produced BOMA calculations and presentation exhibits for newly acquired industrial campus
- Provided on call service for multiple scenarios with corridor locations to divide future tenant space and various occupancy functions

Company Name

May 2003 – February 2006

Architecture & Interior Design, City, State

Designer

Assisted licensed interior designers and worked independently to produce programming, space planning, schematic design, development, construction documents, and contract administration

Client 85,000 sf

- Provided space planning and design development for various prospect tenants in a new shell construction of a 3-story LEED Gold building
- Provided finish selections for shell lobby, stairs, elevator and restrooms to meet LEED requirements
- Assisted in creating program for company name tenant space using Earnest Space Requirements Programming
- Provided design development portion for the new FF&E at company name tenant space
- Provided finish selections for DPS suite to meet LEED requirements

Client 183,000 sf

- On call designer and point of contact for all tenant improvement projects at One Sun Plaza, "Best Building of 2001" *Southwest Contractor Magazine*
- Construction documents and construction administration services provided for multiple tenants under 5,000 sf as well as tenants over 25,000 sf such as company name and company name
- Completed design development and construction documents for company name relocation to One Sun Plaza

Client 1,200 sf

- Selected and assisted in presenting conceptual design for contemporary, native American store in the City Airport
- Designed and produced portion of construction documents to include all custom millwork section, elevations and lighting design

Education

University, 2003

Bachelor of Interior Design

Minors: Architecture, Marketing

Expertise

-REVIT
-AutoCAD 2006/ADT
-Microsoft Office
-Project Management
-Drawing

-Visual and Verbal Presentation
-2/3D Design
-Materials and Finishes Selections
-Research and Programming
-Corporate/Commercial Design and Planning