

Richard Jones

Architect



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EMAIL	example@email.com	DATE / PLACE OF BIRTH	1989/20/03 / New York
NATIONALITY	American	DRIVING LICENSE	Full
LINKS	Linkedin		

Profile

“A professional, creative and innovative Architect with 10 years experience. I provide best-fit architectural solutions for 5 projects a year with an average budget of \$10 million. Technology consultation, assisting in defining scope and sizing of work, support opportunity identification and pursuit processes are the essential parts of my role as an Architect. I have professional communication skills to interact with all levels of management and clients”.

Employment History

Feb 2014 – Present
[NEW YORK](#)

Senior Architect Equifax

As an Architect, I am a creative and innovative problem-solver. My primary focus is to realize the vision or our clients.

- Assist the client with review and approval of contractor’s submittals
- Apply knowledge of relevant International Regulations regarding the design of projects
- Perform operational support and analysis for an assigned area
- Participate in the development of specifications, policies, and procedures for the assigned area
- Ensure that architectural design work is organized with project staff
- Apply engineering disciplines by keeping clear and frequent communication
- Review projects to ensure that applicable codes, standards, and procedures are followed and that quality is satisfactory
- Provide oversight in the development of required project scopes and cost estimates for construction contract purposes
- Prepare estimates for fees and construction contracts
- Provide technical and administrative guidance to colleagues in preparing construction drawings and specifications
- Seek new work by marketing and giving presentations
- Prepares and provide high-level briefs to senior leadership

Apr 2009 – Feb 2014
[NEW YORK](#)

Architect Planate Management Group

Under the supervision of the Senior Architect, I created and implemented 20 innovative high-