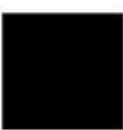


# Richard Jones



## Architect

Address	9 Wall St, New York, 10005, USA	Phone	890-555-0401
Email	example@email.com	Date / Place of birth	1989/20/03 / New York
Nationality	American	Driving license	Full
Links	<a href="#">Linkedin</a>		

### 01 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”.

### 02 EMPLOYMENT HISTORY

02/2014 – Present	<div>Senior Architect at Equifax<div>New York</div></div> <p>As an Architect, I am a creative and innovative problem-solver. My primary focus is to realize the vision of our clients.</p> <ul style="list-style-type: none"><li>Assist the client with review and approval of contractor’s submittals</li><li>Apply knowledge of relevant International Regulations regarding the design of projects</li><li>Perform operational support and analysis for an assigned area</li><li>Participate in the development of specifications, policies, and procedures for the assigned area</li><li>Ensure that architectural design work is organized with project staff</li><li>Apply engineering disciplines by keeping clear and frequent communication</li><li>Review projects to ensure that applicable codes, standards, and procedures are followed and that quality is satisfactory</li><li>Provide oversight in the development of required project scopes and cost estimates for construction contract purposes</li><li>Prepare estimates for fees and construction contracts</li><li>Provide technical and administrative guidance to colleagues in preparing construction drawings and specifications</li><li>Seek new work by marketing and giving presentations</li><li>Prepares and provide high-level briefs to senior leadership</li></ul>
04/2009 – 02/2014	<div>Architect at Planate Management Group<div>New York</div></div> <p>Under the supervision of the Senior Architect, I created and implemented 20 innovative high-quality solutions per year. I led and participated in 3 sales projects per month (projects with a budget of up to \$2 million) and met 2 potential clients a month.</p>