



RICHARD JONES

Architect | NEWYORK, 10005, USA | 890-555-0401

○ DETAILS ○

9 Wall St, New York, 10005, USA
890-555-0401
example@email.com

DATE / PLACE OF BIRTH
1989/20/03
New York

NATIONALITY
American

DRIVING LICENSE
Full

○ LINKS ○

[Linkedin](#)

○ SKILLS ○

Creative
Effective communication
Reliable
Attention to detail
Analyst
Innovative
Problem-solving

○ HOBBIES ○

Reading, walking, cooking

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

○ Senior Architect at Equifax, New York

February 2014 – Present

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

○ Architect at Planate Management Group, New York

April 2009 – February 2014

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.

- Provide technical review and oversight of the design-build process for new projects
- Ensure that designs are within federal and local codes concerning health, safety, and environment of real property facilities
- Study and recommends equipment and design solutions for various projects
- Oversee various stages of the construction process
- Troubleshoot multiple issues and suggest solutions to problems
- Develop and prepare reports and records relating to particular assignments or projects
- Confer with other staff members to coordinate departmental efforts
- Support department procedures to provide effective coordination between departments