

SARAH LIEBERMAN, LEED AP

JOB CAPTAIN • JUNIOR ARCHITECT

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Combines 'hands on' construction background with formal architectural training and leadership experience as job captain for a busy firm. Known as a hard worker who willingly takes on additional responsibility while juggling multiple projects. Deep understanding of construction issues and ability to develop rapport with contractors. **Background includes residential, commercial and interiors.**

Strengths include:

- Conceptual Design
- Construction Documentation
- Construction Administration
- Digital/Physical Modeling
- Materials and Spec Research
- Regulatory Compliance
- Interior/Exterior Detailing
- Cost Summaries/Schedules
- Client/Staff Relations

WORK EXPERIENCE

SHAW & BENNET ARCHITECTURAL – Secaucus, NJ Job Captain (2009) / Junior Architect (2007 – 2009)

2007 – 2009

Initially hired as a junior architect but quickly promoted. Managed multiple commercial and residential projects with budgets of up to \$5 million. Led team of 5 to develop, produce and deliver construction documents. Managed construction administration, zoning applications, building code reviews, and bid packages. Oversaw programming and site analysis.

Overview: Hired during extremely busy period and quickly came up to speed with very little guidance. Promoted into leadership role during challenging period of management change and lay-offs. Successfully raised team morale and handled increased workload with fewer staff.

- Retained 100% of clients throughout period of major organizational change, contributing to company's continued growth during economic downturn.
- Handled design and construction documentation/administration for variety of residential and commercial projects ranging from 1,000 to 180,000 sq. ft.
- Oversaw development of construction documentation for interior design of 250-room Westin hotel. Managed construction administration for the project.

JWC ARCHITECT – New York, NY Architectural Intern

2005 – 2006

Developed design concepts and digital models for mall in Westchester, New York. Created digital model and presentation of multiple large custom homes to allow owners to visualize the space.

Construction Experience:

- Foreman – Gravina Refurbishments (Summer 2005)
Plumber's Apprentice – Tibet's Plumbing and HVAC (Summer 2004)
Electrician's Apprentice – Norfolk Electric (Summer 2002 and 2003)

EDUCATION

NEW YORK UNIVERSITY, NEW YORK, NY Master of Architecture (2007) • Bachelor of Science in Architecture (2006) Deans List: 2002 To 2007 • Studied abroad in France and Italy

LEED AP for New Construction and Major Renovations v2.2 pursuing LEED AP BD+C

Technology: Autodesk, Photoshop, InDesign, Illustrator, Google SketchUp, MS Office