



# Richard Jones

Architect

 New York, USA    [example@email.com](mailto:example@email.com)

## Details

9 Wall St  
New York, 10005, USA  
890-555-0401

[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

[Feb 2014 – Present](#)

New York

### Senior Architect at Equifax

As an Architect, I am a creative and innovative problem-solver. My primary focus is to realize the vision of 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 at Planate Management Group

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.