

# Robert Smith

## Junior Architect

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 173 7 Marshville Road, Alabama

## SUMMARY

An architectural designer with excellent technical skills and design abilities. More than 2 years of experience in programming, design development, construction documents, construction administration and 3D renderings.

## SKILLS

Adobe Photoshop, Autocad, Revit, Sketch Up, 3D Studio Max.

## WORK EXPERIENCE

### Junior Architect

ABC Corporation - 2003 - 2006

- Managed various stages of real estate development projects including residential and institutional projects.
- Worked/assisted on design, planning, zoning, energy and environmental aspects of project.
- Coordinated with consultants and contractor to solve problems related to various projects.
- Prepared Comprehensive Plan for Hill resort at Yelagiri.
- Developed conceptual plan using AutoCAD (2006) illustrating major land use of the proposed comprehensive plan.
- Created graphic presentations using Photoshop, scaled project models and supervised on-site construction.
- Prepared reports for the client meeting Skills Used AutoCAD, Photoshop, Microstation, MS Office.

### Junior Architect

Di Domenico + Partners, LLP - 1998 - 2003

- Long Island City, NY Leads Construction Administration tasks for various Public School projects as a consultant to the New York City School Construction Authority.
- Implements quality control of bidding documents prior to submission to the SCA.
- Collaborates with the contractor and the SCA to align on project correspondence procedures and cadence of meetings.
- Serves as primary contact for all contractor Requests For Information, shop drawings, product information, and executes Change Orders when field conditions or design errors occur.
- Manages Progress Meetings, Meeting Minutes, production of Field Reports, as well as ensuring quality of construction in adherence to the contract documents.
- Contributes to the close out requirements by creating the punch list, reviewing as-built drawings and filing post approval amendments with the SCA BCC or the NYC DOB.
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

Master's in Landscape Architecture - 2009(School of planning & Architecture - Delhi, Delhi)