

RICHARD JONES

Architect

INFO

ADDRESS

9 Wall St, New York, 10005, USA

PHONE

890-555-0401

EMAIL

example@email.com

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, Equifax New York
Feb 2014 – Present

- 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

Architect, Planate Management Group New York