

JOB CAPTAINDESIGNER

Highlights

Software Literacy:- AutoCAD R14 & 2000, Aperture v. 5.0, Microstation 7.1, - Adobe Illustrator, Photoshop 6.0, Excel, Word

Experience

12/2002 to Current

Job CaptainDesigner Company Name - City , State

- Worked independently and with other staff members to produce high-quality designproposals, presentation drawings and construction documents for retail and hospitalityclients.
- Selected Projects:- Steiff Toy Company- Proposal for first North American prototype store in greaterBoston- Stride-Rite- Proposal for the renovation of an existing shoe store & future roll-outdesign - Sodexho- Proposed renovations for cafeteria and food concessions at various collegecampuses across the US, including: Bentley College, UMass, & Wheaton College.

04/2000 to 10/2002

Project ManagerDesigner Company Name - City , State

- In-house architecture and interior design consultant for Fidelity Investments.
- Collaborated with domestic and international firms on all stages of design andconstruction.
- Facilitated project initiation and consultant selection.
- Assisted with thecoordination and flow of information between disciplines such as mechanical, HVAC,landscaping, lighting, furniture and finishes.
- Managed the progress and work of theprimary design consultant and evaluated their performance.
- Prepared design presentationsand marketing material for clients, director and Fidelity chairman.
- Researched buildingtechnologies and interior/exterior finishes and cost analysis.
- Maintained design libraryand scheduled product presentations and learning credits for staff.
- Selected Projects:- Seaport Hotel & Health Club- Renovations to lobby, ballrooms, restaurant, fitness &locker rooms- Fidelity Broadband Group- 40,000 SF high tech office renovation and conference center- 39 Eaton Place, London- 5,000 SF renovation to existing residence and gardens.

09/1998 to 04/2000

Designer Company Name - City , State

- Worked both independently & in a team environment on all stages of design.
- Collaboratedon construction documents.
- Reviewed shop drawings.
- Attended job meetings.
- Developedconstruction/design details in-house and on site.
- Managed construction administration.
- Prepared renderings and finish schemes for client presentations.
- Selected Projects:- Brighton Landing- 465,000 SF office and retail development- Cutler Lake Corporate Center- 200,000 SF premier office complex- EMC- 50,000 SF training complex & cafeteria- Fidelity Foundation- 1,200 SF conference center involving historic restoration &preservation.

06/1997 to 09/1998

Designer Company Name - City , State

- Collaborated on construction documents.
- Developed construction/design details.
- Attendedjob meetings.
- Reviewed shop drawings.
- Construction supervision.
- Researched zoning andcode requirements.

- Field Surveys.
- Prepared client presentations.
- Met with product reps & vendors.
- Selected Projects:- Physicians Health Services- 300,000 SF office complex- Playtex Products- 40,000 SF office renovation & expansion- OCI Chemical- 20,000 SF office renovation.

Education

1997

Master of Architecture Tulane University School of Architecture - City , State

Skills

Adobe Illustrator, Photoshop 6.0, premier, AutoCAD R14, Broadband, consultant, cost analysis, client, clients, design and construction, HVAC, interior design, Investments, lighting, director, marketing material, mechanical, meetings, Excel, office, 2000, Word, Microstation 7.1, presentations, progress, proposals, Proposal, quality, renovation, Renovations, retail, supervision, Surveys