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EDUCATION

1999

Masters of Architecture

University of Bialystok, Faculty of Architecture

OBJECTIVE

PROJECT MANAGER

SKILLS

Phase
Experience:

- Design Development - Preliminary, Schematic and Final Design
- Space Planning, Test-Fit Layouts
- Presentation Renderings
- Developing/Maintaining Schedules
- Construction Documentation
- Shop Drawing Coordination and Approval
- FF & E
- MEP Coordination
- Lighting Consultant Coordination
- Development of Corporate Design Standards
- Implementation of Existing Brand/Design Standards
- Furniture Quotations
- Furniture Installation
- Millwork
- Metric and Imperial drawing experience
- Regional Building Code Compliance Review

Roles:

- Project Coordination / Management
- Corporate Departmental Coordination (Real Estate, HR Marketing, Construction, IT)
- Extensive Systems Furniture experience (Steelcase, Knoll, Herman Miller, Hayworth, Kimball, etc.)
- Client Needs Assessment / Reporting
- Strategic Planning, Scheduling and Need Forecasting
- Costing / Value Engineering
- Facilities Reuse / Relocations
- Move Management
- Milestone Scheduling
- Scheduled Rollouts & Phased Installations
- Pursuing Project Management Institute Certification

Applications:

- AutoCAD 2014
- Cap Designer
- 20/20 Office
- Hedberg (Enterprise Accounting Application)
- Revit
- Photoshop/Illustrator
- MS Project
- MS Office (Word, Excel, Power Point)

Building
Types:

- Corporate Office
- Healthcare Facility
- Hospital
- Retail
- Multi storey Residential
- Condominium
- Institutional
- Community Centre

Languages: English, Polish, Russian

CLIENTS: NYU Hospital, Mt. Sinai Hospital, BBC, CBS, PEPSICO, Bank of America, Goldman Sachs, Deutsche Bank, Access Industries, Mindshare, Four Seasons, Lincoln Center, Juilliard School, Cooper Union;

EMPLOYMENT:

2007 - Present

Project Manager
Offices Limited Inc., NYC

Corporate Office / Furniture Projects

Responsibilities include: Project Delivery, Client Needs Assessment, Strategic Planning, Scheduling, Drawing /Design Coordination, Furniture Quotations and Specifications, Cost reductions through re-specification, client presentations renderings, and presentation boards.

Example Projects: Mt. Sinai Hospital, Four Seasons, BBC, CBS, PepsiCO, Bank of America Tower at One Bryant Park, Access Industries, Mindshare, Lincoln Center, Juilliard School, Cooper Union;
Avg. Size: 20,000 - 350,000 SF

2006 - 2007

Lead Designer / Project Manager
Danker Sellew and Douglas NYC

Corporate Office / Furniture Projects and Relocations

Responsibilities include: Project Delivery, Client Needs Assessment, Strategic Planning, Drawing /Design Coordination, Furniture Quotations and Specifications, Cost reductions through re-specification, client presentations renderings, presentation boards, relocation / move schedules, consultant coordination.
Top-level 'Go-to' for design, specification and final QC for A-List clients.

Example Projects: NYU Hospital, Goldman Sachs, Deutsche Bank, Maersk, Bank of America, Citigroup;
Avg. Size: 15,000-350,000 SF

2003 - 2005

Architectural Designer / Project Manager
Handegord w/ EDS

Corporate Office Projects and Relocations

Responsibilities include: Project Delivery, Client Needs Assessment, Strategic Planning, Drawing /Design Coordination for EDS. Role includes production of CD's, presentations renderings, presentation boards, relocation / move schedules, consultant coordination.
Regional Building Code compliance review, development and coordination of design standards, permitting sets.

Example Projects: EDS - Multiple locations.
Avg. Size: 15,000-50,000 SF

2002 - 2003 **Intern Architect / Project Manager**
Farrow Partnership

Hospitals and Healthcare Projects.

Responsibilities include: Design Development, Construction Document Drawing, MEP and Lighting Consultants Coordination, interior plans and elevations, space planning, presentation boards, room schedules, millwork sets and equipment drawings, building code compliance review and permitting sets.

Coordinated with Medical Engineering Consultant and user groups.

Example Projects: Credit Valley Hospital, Lambton Hospital.

2000 - 2002 **Intern Architect**
Brian Lee Architect

Custom Residential, Condominium, Commercial and Retail Projects

Responsibilities include: Design Development, Construction Document Drawing, interior plans and elevations, presentation boards, millwork sets, milestone schedules. Coordinated with Lighting, Structural and MEP consultants.

Example Projects: Waterworks Lofts, Smith/Sullivan Residence, Strategic Coach Offices, Fleetwood Family Daycare, Shoppers Drug Mart, Kiehl's, Marriott Fitness Center.

1999 - 2000 **Intern Architect**
Julian Jacobs Architects

Commercial, Institutional, Retail and Community Projects

Responsibilities include: Design Development, Construction Document Drawing, interior plans and elevations, presentation boards, millwork sets. Coordination with clients and consultants.

Example Projects: Tridel Condominium Tower, Bell Express Vu Corporate Offices, Maryvale Wexford Community Center, Aurora Public Library, Metro Credit Union Retail Headquarters.

REFERENCES AVAILABLE UPON REQUEST