

Adrian Bullmore

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Profile

- Caring and enthusiastic employee with 6 years experience in the construction industry.
 - Works well independently or in groups.
 - Holds a Bachelors degree in project management and an Associates degree in computer-aided drafting.
 - Responsible and reliable.
 - Eager to learn and advance forward in the construction/ design industry.
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EDUCATION & PROFESSIONAL SKILLS

Bachelor of Arts in Project Management (May 2013)
Ashford University

Associates in Drafting Technology (May 2007)
Lee College

Microsoft Office (Word, Excel, Power Point)
AutoCAD (04-13)
Autodesk Inventor (ver. 10-11)
Autodesk Revit Architecture 2014
Data Tracking and Documentation
Drawing Revision
Technical Writing
Project Reporting
Drawing Set Coordination
Maintaining and updating records, information and documentation
Project personnel correspondence
Quality assurance/ Consultant
Office management
Familiar with Windows XP, Vista, 7 and Mac OS X operating Systems
Studied Electrical, Mechanical and 3-D Modeling as well as Descriptive
Research and analysis of data for project related purposes (Materials, Calculations, Codes etc.)
Well versed with standard office procedures, equipment and etiquette.

EXPERIENCE:

2011- now: Technical Assistant, Project Coordinator, Pete Fowler Construction Services

- Supported technical lead during litigation cases.
- Attended and hosted testing for properties in litigation complying with ASTM standards.
- Created detailed Scopes of Repairs, Testing Matrices, and Testing Maps.
- Created specifications and technical document packages for re-construction work.
- Performed marketing and business development tasks.
- Attended meetings with attorneys and clients to present data and plan for future actions.
- Organized and maintained large volumes of project related data.
- Performed quality assurance inspections for reconstruction projects.
- Coordinated work packages and maintained project documentation.
- Drafted plan sets and architectural details.

2009- 2011: Building Component Detailer, Quality Assurance Rep, IBI Building Consultants

- Created and maintained architectural details for use on construction sites
- Inspected and provided direction for building envelopes and proper waterproofing applications and methods
- Responsible for bringing drawings up to date with new Oregon ORSC mid cycle amendments
- Coordinated drawing packages for site-specific work as well as organized and updated in-house libraries.
- Created solid 3-D models complete with textures and materials
- Handled invoicing, project records and data tracking.
- Responsible for quality assurance visits during the construction process
- Relied upon to research new and old products and demonstrate their proper application and installation to contractors, workers and clients.
- Participated in project meetings and provided up to date records regarding work progress, construction issues and daily reports.
- Worked diligently with multiple parties and alone to complete tasks given on short notices and due dates.

2007-2009: Civil Draftsman, Project Coordinator, Field inspections, Carnes Engineering

- Drafted, revised and presented civil, structural, electrical and mechanical drawings.
- Provided Windstorm Analysis for homes built near coastal, hurricane prone areas.
- Created plans for civil projects incorporating, details, plan and profile views, site plans, surveyor reports etc.
- Handled customer inquires for the engineer and/or project manager.
- Worked closely with Engineers and Project managers to create working drawings for commercial and residential structures as well as site work and preparations (Ex. Drainage and detention).
- Assisted in the development of plans regarding several new and upcoming subdivisions.
- Coordinated and drafted details for structural, landscaping, mechanical and electrical projects.
- Provided drawings for numerous rebuilds and remodels for damages caused by Hurricane Ike.