



Jane L. Laurent

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OBJECTIVE

Experienced design professional with highly developed training and presentation skills following a passion to develop a successful new administrative career within a medical office.

QUALIFICATIONS

- **Excellent** human relations skills, having dealt with a variety of customers and employees.
- **Computer** proficient with AutoCAD Release 12,14, 2000, 2007 & 2009 , SoftDesk 8, Auto Architect (ADCADD), CADvance (9.9), Microsoft Word and Excel, Internet browsing.
- **Superior** ability to achieve immediate and long-term goals.
- **Ability** to execute a number of projects simultaneously.
- **Proven** ability to analyze, plan, organize, manage and motivate.

ARCHITECTURAL EXPERIENCE

2005-2011

Project Manager

JWM Architects, LLC – Glastonbury, CT

- Design small and large residential additions, new construction homes and commercial buildings.
- Meet with builders and homeowners to discuss their project program and take their ideas from verbal concept to constructed reality.
- Produce concept, schematic, design development and construction documents.
- Prepare colored renderings and color sample boards.
- Provide field measuring of existing buildings, document the structure, provide construction observation and management.
- Coordinate plans with Structural, Mechanical and Electrical Engineers.

2001-2004

Intern Architect

FLB Architecture & Planning, Inc. – East Hartford, CT

- Worked with firm principles to create construction documents for commercial, mercantile, façade renovations and residential buildings.
- My assignments increased with difficulty and responsibilities including field surveys, existing condition documentation, design, construction documents, bid administration, construction observation and contract administration.
- Coordinated plans with Structural, Mechanical and Electrical Engineers.
- Diligently followed the Intern Development Program to further my goal for becoming a Registered Architect.

1997-2001

Residential Designer

Home Designing Service, Ltd. - Windsor, CT

- Met with homeowners and builders to discuss plans for new home construction.
- Developed construction blueprints for homeowners and builders containing elevations, floor plans, wall sections and details.
- Reviewed peer plans for structural and graphical errors.
- Researched design problems via phone, Internet, magazines and books.

OTHER EXPERIENCE

1996-1997

Medical Underwriter Assistant

TransGeneral Insurance, Co. - Hartford, CT

- Set up all incoming medical accounts for the Underwriters to review.
- Designed, organized and maintained a questionnaire form for all medical patients in order to alleviate patients from omitting important information from their applications.
- Input data on patients into the company data system, transferred information to the patients local hospital, and compiled all forms and information needed to complete the application for medical insurance.

1994-1996

Data Entry

Shawmut National Bank - Hartford, CT

- Enlisted and encoded special accounts and state checks.
- Researched and corrected discrepancies while listed and verified special accounts.
- Trained new employees how to read and input various accounts.

1993

Draftsperson

Derekseth Builders - Windsor, CT

- Worked with a team of four to create new residential home plans for development.
- Prepared construction blueprints and presentation drawings.
- Accompanied team for site surveying and walk throughs.

1989-1993

File Maintenance

Finast / Stop & Shop – East Hartford, Windsor Locks and Windsor, CT

- Oversaw the entire grocery stores pricing for each item. Converted regular priced items to sale price - by manual tagging of each item (before scanners), inputted information into main data base, tagged store shelves, and reverted pricing after sales.
- Rotated old merchandise with new merchandise, restocked items, ordered new items, checked in deliveries from vendors.
- Created sales tags, designed end caps displays, designed holiday displays.
- Cashered on a needed bases.

1989

Cashier

Geisslers Supermarket – Windsor, CT

- Manually inputted customers items during check-out (before scanners)
- Counted out till drawer before, during and after shift.

EDUCATION

Bachelor of Architecture - Philadelphia College of Textiles & Science, Philadelphia, PA 1996 (name changed to Philadelphia University in 1999)

INVOLVEMENTS

- AIA (*The American Institute of Architects*) Associate Member 2001
- AIBD (*The American Institute of Building Design*) Professional Member 2000
- AIAS (*The American Institute of Architecture Students*) National Member 1991-1996
- Participated in Habitat for Humanity project, Philadelphia 1996
- President of Architecture Alumni Association, 1996 – 1998
- Won 1994 Group Fabric Structure Competition -*structure was built on campus*

References can be provided upon request.