

SETH HOLDEN

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OBJECTIVE

To further enhance my work experience to expand my knowledge in the profession of architecture.

EDUCATION

New England Institute of Technology- Warwick, RI
B.S. Degree in Architectural Building Engineering Technology – 2007
Graduated with honors - 3.77 GPA
A.S. Degree in Building Construction & Cabinetmaking Technology - 2005
Graduated with honors - 3.91 GPA

WORK HISTORY**SAH Design - Freelance Architect Designer****March – 2021 – Present**

- Prepare construction documents for Commercial and Residential projects
- Prepare As-Built Conditions
- Create Design Renderings for Residential Homes
- Create Design Custom Millwork Designs

Dario Designs, Inc. – July 2019 – February 2021**Project Manager**

- Prepared Schematic and Design Drawings for Schools, Apartments, and Residential Projects
- Prepared and oversaw production of entire drawing sets as required for bidding, and construction document release
- Set up and created Revit standards for office

Harrison French & Associates, LTD – April 2016 -July 2019**Project Manager**

- Communicated directly with client
- Assisted with Proposal and Additional Service Fee documents
- Prepared and oversaw production of entire drawing sets as required for permitting, bidding, and construction document release
- Developed and wrote specifications
- Reviewed staff drawings
- Trained and mentored staff members in all aspects of architectural process from coordination and preparation of documents as well as internal procedures

Allevato Architects, Inc. December 2007 - March 2016**Job Captain/Designer/Cads Draftsmen**

- Coordinated with Project managers, Design team and consultants to produce high quality construction documents
- Conducted building code analysis and research regulatory requirements pertaining to project
- Prepared Lease Outline Documents and Master Lease Plans for client
- Produced numerous Shell/Tenant Fit-out construction documents

- Responded to contractor requests for information
- Reviewed shop drawings and submittals for conformance with design intent
- Communicated directly with contractors
- Produced high quality construction documents
- Created 2D/3D renderings during Schematic/Design Development Phase
- Documented and measured existing building conditions to produce as-built documents and reports

MAJOR PROJECTS at Dario Designs, Inc.

- **RIVERS SCHOOL - Weston, MA (2019-2021)**
 - Prepared Presentation Drawings for School Committee
 - Prepared Construction Documents for an existing Middle School
 - Assisted with Project Management
 - Managed Construction Administration
- **SALMON HEALTH & RETIREMENT - Westborough, MA– (2020)**
 - Existing Conditions for Master planning/Programming for Campus Transformation
- **FABCON – PRECAST PLANT – (2019)**
 - Assisted in preparation of Construction Documents for Bid
 - Coordinated with Project Architect and Consultants
- **WINTER STREET APARTMENTS – RENOVATION AND ADDITION FOR A 3 STORY APARTMENT BUILDING – (2019 -2020)**
 - Assisted in preparation of Construction Documents for Construction
 - Coordinated with Project Architect and Consultants
 - Prepared design drawings
- **49 WESTBROOK RD - Northborough, MA (2020) – NEW RESIDENTIAL CRAFTSMAN HOME**
 - Managed Construction Documents
 - Communicated directly with client
- **90 BRIGHAM ST – RENOVATION OF EXISTING HOME**
 - Existing Conditions
 - Prepared Schematic/Design Development Drawings
 - Communicated directly with client

MAJOR PROJECTS at Harrison French & Associates

- **CUMBERLAND FARMS – Retail Store (2018-2019)**
 - Manage and helped design new Prototype in New England and Florida
 - Prepared and managed Construction Documents/Specifications for new stores
 - Managed Construction Administration portion of projects
- **NEWTON NEXUS – Needham, Ma - 142,000 sf Retail Center (2016-2018)**
 - Took over as Project Manager half-way through construction
 - Prepared and helped manage Design Development/ Construction Documents for 3 buildings
 - Managed the Construction Administration portion of project
 - Assisted with the Lease Outline Documents/ Master Lease Plans
 - Produced and managed the Tenant Fit out Drawings for TJ Maxx/Sierra Trading Post
- **MEADOW WALK – Sudbury, Ma75,000 sf Retail Center (2016)**
 - Prepared and help manage Design Development/Construction Documents for 4 buildings
 - Assisted with the Lease Outline Documents/ Master Lease Plans
- **ATHOL RETAIL & CINEMA – Athol, MA – 70,000 sf Retail Center (2017)**
 - Prepared and help manage Design Development/Construction Documents

for 4 buildings

SMALL PROJECTS as Project Manager at Harrison French & Associates

- **Dedham Plaza** – Dedham, MA – Limited Exterior Façade Work – Retail Center (2017-2018)
- **Linden Square** – Wellesley, Ma – Restaurant Façade Renovation – Retail Center (2017-2018)
- **Five Town Plaza** – Bristol, CT – Exterior Façade Renovation – (2018)
- **Bristol Place Shopping Center** – South Attleboro, Ma – Limited Exterior Façade Work & Interior Fit out for a new TJ Maxx Tenant at former KMART space (2017-2018)
- **Dartmouth Mall** – Dartmouth, MA - Eblen's Interior Fit out (2017)
- **Legal Seafoods** – Boston, MA - Interior Fit-out for Legal Seafoods at Faneuil Hall (2017)

MAJOR PROJECTS as Job Captain at Allevato Architects

- **UNIVERSITY STATION – Westwood, MA - 400,000 sf Retail Center (2013-2015)**
 - Prepared and helped manage Design Development/ Construction Documents for 2 of 5 buildings
 - Helped manage the Construction Administration portion of the project
 - Assisted with the Lease Outline Documents/ Master Lease Plans
 - Produced and managed the Tenant Fit out Drawings for multiple Tenants
- **WAYLAND TOWN CENTER – Wayland, MA - 177,000 sf Retail Center (2011-2012)**
 - Prepared and help manage Design Development/Construction Documents for 4 of 5 buildings
 - Assisted with the Lease Outline Documents/ Master Lease Plans
 - Produced and managed the Tenant Fit out Drawings for multiple Tenants
- **NORTHBOROUGH CROSSING– Northborough, MA - 600,000 sf Retail Center (2010-2011)**
 - Helped prepared Construction Documents for 3 buildings
 - Assisted with the Lease Outline Documents/ Master Lease Plans
 - Assisted with Tenant Fit out Drawings for multiple Tenants

SMALL PROJECTS as Job Captain at Allevato Architects

- **South Wind Plaza** - Bed Bath & Beyond – Hyannis, MA – Limited Exterior Work & Interior Fit out (2015)
- **South Wind Plaza** – Ethan Allen – Hyannis, MA – Exterior Shell Construction (2015)
- **Derby Street Shops** – Hingham, MA – Tenant Fit out for Anthropologie (2015)
- **Chipotle** – Randolph, MA – Exterior Shell Construction (2015)
- **Lakeview Pavilion** – Foxborough, MA (2015)
- **Total Wine** – Milford, CT (2015)
- **Nashua Retail Building** – Nashua, NH (2013)
- **Boch Subaru South** – North Attleboro, MA (2012)

SKILLS & ACHIEVEMENTS

- Efficient in Revit, AutoCAD, Sketchup, Illustrator, Photoshop, Procreate, Enscape
- Efficient in PowerPoint, Word, Excel, Bluebeam, and Adobe Acrobat
- Completed NCARB Intern Development
- Passed 4 out of 6 ARE Exams
- Highly motivated and able to get team members excited about projects and on schedule
- Works well under pressure, learns new concepts quickly, and communicates ideas clearly and effectively
- Gallup Top 5 Strengths – Harmony, Consistency, Arranger, Achiever, and Maximizer

INTERESTS

- Endurance Sports (triathlons, running, hiking)
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