1. Created, printed and modified drawings in AutoCAD and Revit.
2. Devised overall strategy for documentation and identified design sets planned for each stage of work including as-built designs and final building information models (BIM).
3. Verified construction documentation conformed to quality assurance standards and client requirements.
4. Coordinated with clients, consultants and contractors during construction bidding.
5. Completed comprehensive code compliance evaluations.
6. Attended all team meetings to resolve technical and project issues, coordinate with team members and review project schedules.
7. Coordinated with segment leaders to promote architectural goals and design concepts.
8. Worked closely with security engineers and private sector firms under contract with agency.
9. Discussed zoning laws, fire regulations and building codes with city and county government agencies.
10. Designed custom furniture adapted to floor plans, working closely with multiple furniture vendors.
11. Communicated with vendors and contractors to incorporate input in [Type] project designs.
12. Reviewed project goals and objectives on monthly basis with project manager and design team.
13. Consulted with clients to determine functional and spatial requirements of new structure.
14. Created new and innovative approaches to problems and discussed strategies with project managers.
15. Managed and led multi-disciplinary design team throughout development and contract document phases for $[Amount] project.
16. Created and updated project cost analysis spreadsheets.
17. Met with municipal building department and other governing agency officials to coordinate approvals.
18. Collaborated with [Type] business unit team members to design new applications system to enhance client requirements for mobile computing capabilities.
19. Recommended minor adaptations and modifications to complete working drawing sets.
20. Calculated volume take-off and cost estimates for small to large landscape, irrigation and landscape projects.