

# ANNABELLE JACKSON

*Architectural Project Manager*

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☎ (123) 456-7890

📍 Richmond, VA

🌐 [LinkedIn](#)

## EDUCATION

Bachelor of Science  
Architecture

**Virginia Tech**

📅 1999 - 2004

📍 Blacksburg, VA

## SKILLS

- Sketching
- Hand Drafting
- Vectorworks
- Revit
- AutoCAD
- Rhino
- MS Word, Excel, Office
- Written/Verbal Communication

## WORK EXPERIENCE

### Project Architect/Project Manager

**Colley Architect, P.C.**

📅 2015 - current

📍 Blacksburg, VA

- Managed 3 project teams to fulfill client expectations and meet deadlines, reducing errors by 42%
- Reviewed 100% of project estimates and budgets, identifying discrepancies and reducing spending by 13%
- Maintained project files, including correspondence, drawings, and material samples for 60+ clients
- Communicated with 100% of clients and contractors regarding changes, updates, and pricing quotes

### Architect

**Quinn Evans**

📅 2010 - 2015

📍 Richmond, VA

- Participated in 35+ hours of company-sponsored professional development activities, resulting in 12 new responsibilities and a 4% pay raise
- Built and maintained a network of 500+ connections within the industry according to company's strengths and goals
- Trained and mentored 30+ team members, increasing employee retention by 28%
- Acted as primary contact for 72% of new clients from the beginning of design phase through the end of construction

### Architect

**StyleCraft Homes**

📅 2008 - 2010

📍 Richmond, VA

- Developed concepts based on given criteria from clients, achieving 99% client satisfaction
- Worked collaboratively with 20+ team members
- Produced 200+ sets of production documents in both design development and construction documentation phases
- Acted as a project manager for 30+ small and medium projects

### Project Architect

**Enteros Design**

📅 2004 - 2008

📍 Richmond, VA

- Reviewed 100+ project documents for conformity and quality assurance, reducing miscommunication errors by 84%
- Learned advanced Excel spreadsheet techniques, decreasing data entry times by 39%
- Produced and presented conceptual project information to clients and stakeholders
- Prepared 200+ proposals for potential clients to obtain funding for architectural projects and programs, resulting in 173 new clients and a 46% increase in revenue