

JOB CAPTAIN DESIGNER

Highlights

Software Literacy: - AutoCAD R14 & 2000, Aperture v. 5.0, Microstation 7.1, - Adobe Illustrator, Photoshop 6.0, Excel, Word

Experience

12/2002 to Current

Job Captain Designer Company Name i¼ City , State

- Worked independently and with other staff members to produce high-quality design proposals, presentation drawings and construction documents for retail and hospitality clients.
- Selected Projects: - Steiff Toy Company- Proposal for first North American prototype store in greater Boston - Stride-Rite- Proposal for the renovation of an existing shoe store & future roll-out design - Sodexo- Proposed renovations for cafeteria and food concessions at various college campuses across the US, including: Bentley College, UMass, & Wheaton College.

04/2000 to 10/2002

Project Manager Designer Company Name i¼ City , State

- In-house architecture and interior design consultant for Fidelity Investments.
- Collaborated with domestic and international firms on all stages of design and construction.
- Facilitated project initiation and consultant selection.
- Assisted with the coordination and flow of information between disciplines such as mechanical, HVAC, landscaping, lighting, furniture and finishes.
- Managed the progress and work of the primary design consultant and evaluated their performance.
- Prepared design presentations and marketing material for clients, director and Fidelity chairman.
- Researched building technologies and interior/exterior finishes and cost analysis.
- Maintained design library and scheduled product presentations and learning credits for staff.
- Selected Projects: - Seaport Hotel & Health Club- Renovations to lobby, ballrooms, restaurant, fitness & locker rooms - Fidelity Broadband Group- 40,000 SF high tech office renovation and conference center - 39 Eaton Place, London- 5,000 SF renovation to existing residence and gardens.

09/1998 to 04/2000

Designer Company Name i¼ City , State

- Worked both independently & in a team environment on all stages of design.
- Collaborated on construction documents.
- Reviewed shop drawings.
- Attended job meetings.
- Developed construction/design details in-house and on site.
- Managed construction administration.
- Prepared renderings and finish schemes for client presentations.
- Selected Projects: - Brighton Landing- 465,000 SF office and retail development - Cutler Lake Corporate Center- 200,000 SF premier office complex - EMC- 50,000 SF training complex & cafeteria - Fidelity Foundation- 1,200 SF conference center involving historic restoration & preservation.

06/1997 to 09/1998

Designer Company Name i¼ City , State

- Collaborated on construction documents.
- Developed construction/design details.
- Attended job meetings.
- Reviewed shop drawings.
- Construction supervision.
- Researched zoning and code requirements.
- Field Surveys.
- Prepared client presentations.
- Met with product reps & vendors.
- Selected Projects: - Physicians Health Services- 300,000 SF office complex - Playtex Products- 40,000 SF office renovation & expansion - OCI Chemical- 20,000 SF office renovation.

Education

1997

Master of Architecture Tulane University School of Architecture i¼ City , State

Skills

Adobe Illustrator, Photoshop 6.0, premier, AutoCAD R14, Broadband, consultant, cost analysis, client, clients, design and construction, HVAC, interior design, Investments, lighting, director, marketing material, mechanical, meetings, Excel, office, 2000, Word, Microstation 7.1, presentations, progress, proposals, Proposal, quality, renovation, Renovations, retail, supervision, Surveys