



# RICHARD JONES

Architect 📍 NEWYORK, 10005, USA | 890-555-0401

## ○ DETAILS ○

9 Wall St, New York, 10005, USA  
890-555-0401  
[example@email.com](mailto:example@email.com)

DATE / PLACE OF BIRTH  
1989/20/03  
New York

NATIONALITY  
American

DRIVING LICENSE  
Full

## ○ LINKS ○

[Linkedin](#)

## ○ SKILLS ○

Creative  
Effective communication  
Reliable  
Attention to detail  
Analyst  
Innovative  
Problem-solving

## ○ HOBBIES ○

Reading, walking, cooking

## 👤 PROFILE

“A professional, creative and innovative Architect with 10 years experience. I provide best-fit architectural solutions for 5 projects a year with an average budget of \$10 million. Technology consultation, assisting in defining scope and sizing of work, support opportunity identification and pursuit processes are the essential parts of my role as an Architect. I have professional communication skills to interact with all levels of management and clients”.

## 📁 EMPLOYMENT HISTORY

### Senior Architect at Equifax, New York

February 2014 – Present

As an Architect, I am a creative and innovative problem-solver. My primary focus is to realize the vision of our clients.

- Assist the client with review and approval of contractor’s submittals
- Apply knowledge of relevant International Regulations regarding the design of projects
- Perform operational support and analysis for an assigned area
- Participate in the development of specifications, policies, and procedures for the assigned area
- Ensure that architectural design work is organized with project staff
- Apply engineering disciplines by keeping clear and frequent communication
- Review projects to ensure that applicable codes, standards, and procedures are followed and that quality is satisfactory
- Provide oversight in the development of required project scopes and cost estimates for construction contract purposes
- Prepare estimates for fees and construction contracts
- Provide technical and administrative guidance to colleagues in preparing construction drawings and specifications
- Seek new work by marketing and giving presentations
- Prepares and provide high-level briefs to senior leadership

### Architect at Planate Management Group, New York

April 2009 – February 2014

Under the supervision of the Senior Architect, I created and implemented 20 innovative high-quality solutions per year. I led and participated in 3 sales projects per month (projects with a budget of up to \$2 million) and met 2 potential clients a month.

- Provide technical review and oversight of the design-build process for new projects
- Ensure that designs are within federal and local codes concerning health, safety, and environment of real property facilities
- Study and recommends equipment and design solutions for various projects
- Oversee various stages of the construction process
- Troubleshoot multiple issues and suggest solutions to problems
- Develop and prepare reports and records relating to particular assignments or projects
- Confer with other staff members to coordinate departmental efforts
- Support department procedures to provide effective coordination between departments

- Adapt, develop and refine designs and other development details to ensure durable, weather tight and energy efficient projects
- Develop and edit construction specs employing your growing knowledge of building construction materials, products and systems
- Design projects in compliance with building regulations, energy codes and other requirements
- Assist the multi-disciplinary team in understanding and achieving these specs

## INTERNSHIPS

### Paid Intern Architect at HKS, New York

April 2006 – April 2009

After graduating I started this paid internship to become a licensed Architect.

- Under general supervision I modified and created documents and drawings, applying standard architectural techniques and procedures
- Performed routine architectural assignments and had limited design responsibility
- Performed design computations
- Worked directly with Design Architects in development of designs
- Supported Design Architects in development of material for presentations
- Assisted in the development of a design through sketches, physical models, electronic models, diagrams, massing studies, and other visual formats
- Participated in design critiques and pin-ups

## EDUCATION

### Cambridge University, New York

2001 – 2006

**Degree: Bachelor of Architecture**

Learned about designing schematics, specialized in space programming and site planning as well as developing elevations, sections, and architectural details for projects.

### Walter Panas High School, Cortlandt Manor, New York

1995 – 2001

**Degree: High School Diploma**

Maintained an 85 average over these years and I achieved a B or better in Biology, Chemistry, and Algebra