



Richard Jones, Architect

NEW YORK, 10005, USA · example@email.com

DETAILS

9 Wall St
New York, 10005, USA
890-555-0401

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, Equifax

Feb 2014 – Present, New York

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, Planate Management Group

Apr 2009 – Feb 2014, New York

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, HKS

Apr 2006 – Apr 2009, New York

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, Bachelor of Architecture

2001 – 2006, New York

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, High School

Diploma

1995 – 2001, New York

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