



# Richard Jones

Architect

New York, 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

### Feb 2014 – Present

New York

### Senior Architect at Equifax

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

### Apr 2009 – Feb 2014

New York

### Architect at Planate Management Group

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

Apr 2006 – Apr 2009

New York

### **Paid Intern Architect at HKS**

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

2001 – 2006

New York

### Cambridge University

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.

1995 – 2001

New York

### Walter Panas High School, Cortlandt Manor

High School Diploma

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