

### Architectural Project Management

---

#### SUMMARY

Well-rounded bilingual manager, leader, and team player with innovative, analytical, intuitive, detail-oriented, and great organizational attributes. Strong mental flexibility with ability to think creatively and problem solve to develop solutions to challenges, resulting in successful conclusions and excellent client relationships. Diligent self-starter who constantly seeks new ideas and approaches, as well as personal and professional growth and development.

#### KEY SKILLS

- Certified as a Plans Examiner
- Project Management
- Mentoring Team Members
- Management of Multiple Client Accounts
- Proposal Writing
- Site Planning
- Space Planning
- Schematic Design
- High Technical Proficiency for Constructability
- Scope, Budget and Manpower Management
- Meticulous and Detail Oriented
- Work Independently or as Team Member
- Advanced Knowledge of MS Office
- Bilingual – English and Spanish

#### PROFESSIONAL EXPERIENCE

**WARE MALCOMB ARCHITECTS, INC.**, Irvine CA 2005-2009  
*Commercial Office, Industrial Buildings and Warehouses, Retail, Technology, Manufacturing, Mixed Use, and Tenant Improvements.*

##### **Project Manager**

Reported to Commercial Principle, Health Care Principle, Director of Operations, and Director of Technology. Managed multiple client accounts and multiple projects, with direct supervision of assigned project coordinators, and worked closely with other personnel in supporting resource departments.

- Managed up to 20 projects and \$3 million in fees at one time.
- Reduced ARs of clients and projects inherited including accounts that were 12 months past due.
- Development team member of skills assessment test used to determine project managers' and coordinators' level of knowledge.
- Oversaw codebook resources for all 10 U.S. offices, with emphasis on 6 California offices.
- Managed multiple projects from entitlements through construction administration.
- Prepared proposals, reviewed invoices and assisted in collections.
- Consulted peers on code compliance and constructability of projects.
- Mentored Team Members.
- Tracked workload and resources by maintaining the corporate office's commercial group project schedule and coordinated with other departments to balance manpower and resources.

**CARLILE COATSWORTH ARCHITECTS**, Irvine, CA

2001-2005

*Retail Centers and Buildings, Auto Dealerships, Fitness Club, Recreation Buildings, Parish Halls, Club Houses, Park building, Medical Offices, Mixed use, and Tenant Improvements*

**Team Leader / Project Manager**

Reported to Studio Manager. Managed multiple clients and projects and a team of 6 to complete projects from proposals through construction administration.

- Direct supervision of a team to complete projects including projection of team workload, and time-management.
- Proposals preparation.
- Managed multiple projects from entitlements through construction administration.
- Prepared proposals, reviewed invoices and assisted in collections.
- Consulted peers on code compliance and constructability of projects.
- Mentored Team Members.

**BICKEL UNDERWOOD, INC.**, Newport Beach, CA

1995-2001

*Retail and Commercial Architecture and Planning, Mixed Use, and Tenant Improvements.*

**Project Manager**

Reported to President and collaborated with VP of Design to complete projects.

- Direct supervision of a team of 4.
- Managed multiple clients and accounts.
- Project scope: site analysis, entitlements, site planning, design, design development, construction documents, and construction administration.
- Client's satisfaction resulted in acquisition and referral of multiple new projects and accounts to the office.
- Played key role in developing CAD standards, office manual, and quality control systems
- Processed multiple projects through entitlement and regulatory approval agencies including, Tahoe Regional Planning Authority, California Coastal Commission and local governments.
- Acquired Hollywood Video and Lucy's Laundrymart Accounts.

**CONSTRUCTION PROCESS EXPERIENCE**

- |                                        |                                |
|----------------------------------------|--------------------------------|
| • Caissons / Retaining / Shoring Walls | • Post Tension Slabs           |
| • Concrete Masonry Units               | • Poured in Place Concrete     |
| • Concrete Tilt-up                     | • Rated Assemblies / Buildings |
| • Heavy Timber                         | • Steel Frame                  |
| • Mixed Use                            | • Wood / Metal Stud            |

**EDUCATION - SKILLS - CERTIFICATES - ASSOCIATIONS**

- Bachelor of Architecture: California Polytechnic State University, San Luis Obispo, CA 1995
- Computer software: AutoCad2008 – VectorWorks, Microsoft Office Suite
- CA Architectural License: Registered and in progress
- International Code Council: Registered Professional as a Building Plans Examiner
- American Institute of Architects: Associate Member