

## SUMMARY

Highly creative Associate AIA / LEED AP, Senior Project architect with 15+ years experience in both architecture and business management, having led or helped to lead a variety of project types & delivery methods from design through close-out. With good design sense, a solid technical knowledge base, effective project organization skills and an intelligent client management approach I have the tools to be effective in help managing a team on all phases of a project to deliver high quality production on schedule.

## PROFESSIONAL EXPERIENCE

### Independent Consultant; Project Architect / Manager

#### Project: 30 Hudson Yards

Firm: Ingraio, New York, NY

10/2018-2/2019

- Consultant based Design Project Architect for Related's new Corporate Headquarters at Hudson Yards.
- Hired to manage the process from DD through CD (100% Set); was responsible for the projects deliverables & coordinating trade deadlines.
- Attending construction phase meetings when required; reviewing and responding to RFI's & submittals.
- Acted as client liaison for design, goals, budget and modifications.
- Coordination of production of rendering and design packages to articulate design concepts or solutions to clients.
- Negotiated critical issues with representatives from other organizations.
- Help lead project meetings and prepare meeting minutes.

#### Project: MTA ESI Package 8

Firm: Urbahn Architects, New York, NY

3/2018-9/2018

- Performed as a consultant based Project Architect for NYC MTA ESI 8; NYC subway station renovations.
- Managed construction document production for several project phases; including but not limited to, the demo and construction packages.
- Development of construction drawings and technical detailing adhering to MTA Standards & Specifications.
- Site visits, weekly attendance of project meetings for coordination & progress of project schedule.
- Reviewing and responding to RFI's & submittals.

#### Project: Harbor House

Private Client, Long Island, NY

2/2017-3/2018

- Project Manager for team from SD through CA.
- Oversaw the performance of project team in fulfilling assigned tasks & review of drawings for accuracy.
- Acted as primary point of contact with client during project execution.
- Managed client relationship to protect project fees from scope creep.
- Maintained project schedule with clients and coordinated with consultants.
- Managed the construction document production, specifications and bid process.

### Senior Design Project Architect

BP Architects, New York, NY

8/2016-11/2017

- Managed and directed each phase of project from pre-design through construction administration.
- Responsible for DOB filings, coordinating with expeditors and responding to objections.
- Monitored internal project team progress toward deliverable schedules & review of construction drawings for adherence to design intent.
- Producing project manuals, coordinating and updating bidders through addendums and lastly bid leveling.

### Intermediate Technical Architect

SLCE Architects, New York, NY

7/2015 -8/2016

- Ensured compliance of construction details & documentation to quality control and best practices.
- Architectural detailing and documentation on projects in coordination with project team.
- Coordination and review of consultant's drawings in order to assure that all drawings of a project worked with one another to achieve all applicable requirements.
- Negotiated critical issues with representatives from other organizations.

**Senior Design Department Architect**

5/2014 - 6/2015

J Frankl Associates, Brooklyn, NY

- Worked directly under Design Studio Director in managing the design studio staff & production.
- Acted as liaison between office, clients, contractors and consultants.
- Researched and documented zoning restrictions and opportunities; work with principal to maximize buildable scope.
- Provide technical guidance to staff on project execution; liaise with technical director on challenging conditions.
- Solicitation & evaluation of proposals from consultants.
- Provided mentoring for junior staff to grow the institutional capacity of the firm.
- Actively participated in building firms Quality Assurance process on projects across the board.
- Personally designed and created the firms material library, helping to expedite many processes.

**Senior Design Architect**

5/2010 - 4/2014

Metropolitan Building Consulting Group, New York, NY

- Key architect assigned to design and developed Passive House & LEED based projects.
- Identifying and specifying materials to meet projects performance needs.
- Creation of design options to meet the client's design & performance needs and project goals.
- Consistently delivered projects on schedule and within or under estimated costs.
- Personal design work and contribution published for innovation and sustainable design.
- Built and maintained client relationships.

**CFO and Co-Publisher/Founder**

6/2003 – 3/2009

Femme Publications, LLC, Dallas, TX

**Vice President Operations & Business Development**

1/2003 – 2/2004

Family Publications, New York, NY &amp; Dallas, TX

**Financial Analyst**

10/2000 – 12/2002

Morgan Stanley, New York, NY

**CREDENTIALS / AFFILIATIONS:** LEED AP • AIA Associate • NCARB Member • OSHA Construction Safety & Health Certification • MTA NYC Transit Track Safety Certification • AIA Banking & Finance Committee • NJIT Certificate in Sustainable Design

**EDUCATION****Masters in Architecture:**

New Jersey Institute of Technology ° Newark, NJ

**Masters in Business Administration:**

Southern Methodist University ° Dallas, TX

**Bachelor of Science, Majored in Finance:**

Long Island University ° Brookville, NY

**SKILLS**

Qualitative Skills	Industry Skills	Technical Skills
Creativity	Design	Autocad
Critical Thinking	Rendering & Modeling	Revit
Detail Oriented	Drafting	Rhino
Communication	Zoning Analysis	Sketchup
Problem Solving	Building Codes	Ecotect
Listening	Budgeting & Finance	Grasshopper
Managing	Reviewing Drawings	Maxwell
Responsible	Business Knowledge	Photoshop & Illustrator