

EDUCATION

Boston Architectural Center, Boston, Massachusetts

Bachelor of Architecture, 2004

Certificate of Sustainable Design, 2004

University of New Hampshire, Durham, New Hampshire

Associate Degree in Civil Technology, 1995

Norwich University, Northfield, Vermont

Enrolled as Architecture Major for Fall Semester 1995

EMPLOYMENT

EGA, Inc., Newburyport, Massachusetts

April 2005 – May 2009

Project Manager

Responsibilities: Production and development of Schematic Design and Construction Documents for large continuous care retirement communities. On site Construction Administration. Projects include Ashlar Village, Wallingford, CT. and Masonicare Kenneth B. Hawkins Sr. Apartments, Wallingford, CT.

Cyma 2, Inc., Brookline, Massachusetts

July 2001 – April 2005

Designer/Job Captain

Responsibilities: Participate in all aspects of design process from initial client contact to drawing production to construction administration. Projects include Mirabile Residence, Newton, MA; 17-19 Pleasant St Renovation, Newton, MA; Englesby Intermediate School Renovation, Dracut MA; and 60-70 Washington St. Multi-Family, Haverhill, MA

Arrowstreet Inc., Somerville, Massachusetts

February 1999 – July 2001

CAD Draftsman

Responsibilities: Aid in the production and development of Schematic Design and Construction Documents using AutoCad Release 12-2000; and model building for large-scale projects including the Ademco Corporate Headquarters, Syosset, NY, Piano Row Residence, Boston, MA and Pier 4 Development, Boston, MA

Construction Administration Assistant

December 1996 – February 1999

Responsibilities: Logging and tracking of shop drawings, RFIs (Requests for Information), and sketches for Construction Administration phase of the Belmont Country Club Renovation, West Point Function Hall Renovation, University Park at MIT, and Providence Place Mall projects.

Office Assistant

September – December 1996

Responsibilities: Office-wide assistance and maintenance, project support, model building, and project presentation boards.

Eastern Corners Construction, Holderness, NH

June 1994 – September 1994

Carpenter's Assistant

Responsibilities: General construction work, including house framing, siding, and roofing for local housing community

AWARDS

Northeast Green Building Award, Northeast Sustainable Energy Association,

1st Place: "Ecotone Village", 2004

Humanscale Design Competition, 2nd Place: "The Workable Space", 2001

COMPUTER SKILLS

Autodesk AutoCad & Architectural Desktop

MicroSoft Office including Word, Outlook, and Excel

Adobe Acrobat Professional

REFERENCES

Available upon request