

# CHRONOLOGICAL FORMAT

Address: Complete Address, City, State ZIP Code

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## ARCHITECT | DESIGNER | DESIGN MANAGER

### ☐ QUALIFICATIONS PROFILE

Goal-driven, highly creative, and seasoned professional with extensive experience in all aspects of design in construction projects. Expert at planning, designing, and reviewing building construction projects to ensure alignment with budget and requirements; complemented with comprehensive background in constructability and detailing. Adept at motivating, guiding, and leading high-caliber teams of professionals to collaborate toward a common goal. Equipped with strong communication and interpersonal skills in establishing positive work relationships with professionals of all levels. Technically proficient with AutoCAD and Adobe applications.

### ☐ AREAS OF EXPERTISE

Project Management • Risk Assessment and Mitigation • Cross-functional Team Leadership  
Space and Facility Design Planning • Workforce Planning • Expansions, Remodeling, and New Constructions

### ☐ PROFESSIONAL EXPERIENCE

ABC Inc., San Francisco, CA

**Senior Project Manager, Architecture and Engineering**

**2016–Present**

- Provide supervision to store concept design projects for different clients from initial site proposal to construction completion and store opening
- Collaborate with internal business partners to guarantee alignment of site proposals with brand image, project budget, operational requirements, and store opening schedule
- Review project details to identify factors that can affect brand image, increase budget, or delay project completion
- Direct architects, designers, and engineers throughout the design and documentation of construction projects
- Apply strategic approach in negotiating professional fees to maintain alignment with budget requirements
- **Spearheaded several architecture and engineering projects, including the following:**
  - 25 new XYZ stores, with individual capital investment of more than \$600K
  - 50 existing XYZ remodel stores, with individual capital investment of under \$100K

DEF Company, San Francisco, CA

**Senior Design Manager, Store Design**

**2004–2016**

- Conceptualized new store designs and plans for international locations, including executing new and remodel store design projects from the initial site proposal to design development
- Supervised designers and architects throughout the design and documentation phase of construction projects
- Coordinated with the senior director in evaluating department workload and forecasting staffing needs
- Partnered with international teams to guarantee compliance of designs with current brand standards
- **Oversaw the development of the first new store concept design for the initial opening of nine stores in California, completing the project within established schedule and budget requirements**

### ☐ EARLIER CAREER

GHI Company, San Francisco, CA

**Project Manager, Facilities Planning**

**Senior Designer, Store Design**

JKL Corp, San Francisco, CA

**Associate Project Manager | Project Architect**

### ☐ EDUCATION

**Bachelor of Science in Architecture**, University of ABC, San Francisco, CA  
**Associate of Science in Architecture**, DEF Institute of Technology, San Francisco, CA