

Bertha Biggins
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Objective: Interested in a challenging position as an Architect with a leading Architecture Company where I can put to practice my skills and designing and conceptualization.

Experience: Wilfred & Humphres Architecture Associates Pvt Ltd. Baltimore, MD
Architect 2007 to Present

- Prepared contract documents for building contractors.
- Prepared operating and maintenance manuals, studies, and reports.
- Represented client in obtaining bids and awarding construction contracts.
- Administered construction contracts.
- Conducted periodic on-site observation of work during construction to monitor compliance with plans.
- Prepared information regarding design, structure specifications, materials, color, equipment, estimated costs, and construction time.
- Prepared scale drawings.
- Planned layout of project.
- Directed activities of workers engaged in preparing drawings and specification documents.
- Consulted with client to determine functional and spatial requirements of structure.
- Integrated engineering element into unified design.

Wilfred & Humphres Architecture Associates Pvt Ltd. Baltimore, MD
Junior Architect 2005 to 2007

- Assisted in developing and creating designs and templates.
- Assisted in preparing of conceptual designs for clients.
- Prepared contract documents for building contractors.
- Prepared operating and maintenance manuals, studies, and reports.
- Assisted in periodic on-site observation of work during construction to monitor compliance with plans.
- Prepared information regarding design, structure specifications, materials, color, equipment, estimated costs, and construction time.
- Prepared scale drawings.
- Directed activities of workers engaged in preparing drawings and specification documents.
- Integrated engineering element into unified design.

Education: State University of Maryland Baltimore, MD
Masters of Architectural Design 2011

State University of Maryland
Bachelors of Architectural Design

Baltimore, MD
2004

Key Skills: Proficient with Auto cad, Photoshop, 3d modeling,
Sound knowledge of state and federal building standards

Affiliations: Member of the State of Maryland Architects Association.
President of the Architects council of East Baltimore.

References: Available upon request