

Orlando Smith

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OBJECTIVE: Interested in a position of a Senior Architect with a leading Architectural and Design Firm.

EXPERIENCE:

Horst Architects Pvt Ltd

Senior Architect

Ney York, NY

2009 to present

- Supervised a team of 6 Architects and Architect Interns.
- Met with clients to better understand their needs and requirements.
- Oversaw the conceptualization and design of structures and buildings in accordance with client requirements.
- Collated information regarding design, specifications, materials and equipment and presented it to the clients.
- Collated cost estimates, construction schedules and presented to the clients.
- Supervised the implementation of multiple projects and ensured that the projects were in accordance with the concept and design.
- Directed the production of construction documents, drawings and specifications
- Coordinated the schedules and workloads of various department or teams on a construction site.
- Approved designs and architectural documents created by junior architects for potential conflict with other disciplines
- Responsible for overseeing that all necessary testing is completed and subsequent information is reported

ABC Designs and Architectural Concepts

Architect

New York, NY

2005 to 2009

- Researched, planned, designed and administered building projects, applying knowledge of design, construction procedures, zoning, building codes and building materials.
- Consulted with clients to determine functional and spatial requirements of new structure or renovation.
- Prepared information regarding design, specifications, materials, color, equipment, estimated costs and construction time.
- Planned layout of projects and integrated engineering elements into unified designs for clients' review and approval.
- Prepared scale drawings and contract documents for building contractors.
- Represented clients in obtaining bids and awarding construction contracts.
- Administered construction contracts and conducted periodic on-site observation of work during construction to monitor compliance with plans.

- Prepared operating and maintenance manuals, studies and reports.
- Used computer-assisted design software and equipment to prepare project designs and plans.
- Directed activities of workers engaged in preparing drawings and specification documents.

EDUCATION:	State University of New York <i>Bachelors in Science</i>	New York, NY 2003
	State University of New York <i>Masters of Architecture</i>	New York, NY 2007

KEY SKILLS: AutoCAD 8.
 Revit Architecture.
 Microsoft Office Word.
 Microsoft Office Excel.
 Microsoft Office Powerpoint.
 Adobe Creative Suite

AWARDS: Awarded the Architect of the Year 2010.
 Nominated for the Best Residencial Concept and Design 2009.

PROJECTS: Triumph Towers - Austin Tx - 2009 to 2011
 Rolling Hills Twonship- New Jersey 2007-2009
 Mayfaire Towers - Montgomery, MD 2010- 2012

AFFILIATIONS: Member of the New York Architects Association.
 Member of the American Architects Council.

REFERENCES: Available upon request