

OBJECTIVE

Seeking a position utilizing my diverse creative and administrative skills

SUMMARY

Diligent Army veteran with a degree in architecture and extensive experience in architecture, graphics and marketing. Results-driven in conceptualizing and implementing effective strategies in design and marketing projects.

SKILLS**Architectural Design
and Drafting**

- Facilitated in the production of design development and construction documents (drawings, specifications, construction administration, project close-out) for a vast range of commercial, institutional, and residential projects.
- Administered construction projects from conception to completion: developed design concepts that met the clients' needs, produced necessary documents for permitting and construction, and worked with contractors to ensure that the project is built to proper standards.
- Assisted in different phases of the design process, including floor plan development, site planning, building envelope, and interior design/finish.
- Developed renderings using diverse modeling and graphics programs during the design conception phase for clients, before construction and allow for further design study with the assistance of three-dimensional illustrations.

**Web Design and
Social Media**

- Maintained social media pages (Facebook, LinkedIn, Twitter, Google+, etc.) to stay connected with current and potential customers and update the public on the company's promotions, services, and other relevant content.
- Designed and maintained company websites using the Wordpress platform, and revamped the company website to keep up with the evolving trends in web development.
- Launched a blog discussing the company's involvement in noteworthy projects: buildings of historic significance, designs relating to environmental awareness, projects' community involvement, and many other relevant topics.
- Updated company website to meet clients' needs: made documents available for download, provided helpful links, and maintained the website "Plan Room," where bidders can securely log-in and access important project bid documents (drawings and specifications).

Marketing and Sales

- Performed direct-marketing, including presentations of services advantageous to prospective clients.
- Promoted and increased sales by administrating company websites, both in the front end (i.e. designing promotional graphics for product and service offers) and back-end (i.e. e-commerce website product updates).
- Designed effective marketing tools and materials, such as brochures, web graphics, printed advertisements, e-mail blasts, social media pages, presentation boards, and other forms of promotion, increasing company media exposure and client base.
- Created real estate marketing videos to highlight the company's sought-after properties and attract qualified buyers.

Customer Relations

- Orchestrated project scheduling with clients and addressed their concerns throughout the construction process, assuring the project's timely and efficient completion.
- Collaborated with clients one-on-one on various types of design projects (architecture, graphic design, promotional items) and bringing their vision into fruition.
- Improved customer retention by offering incentives, following up on the quality of services or products rendered to clients and resolving their inquiries.

Office Administration

- Managed office functions such as maintaining e-mail accounts, timesheets, schedules, purchase orders, and other clerical duties.
- Scheduled and organized maintenance work that needed to be performed by contractors to maintain properties that are on the market.

WORK HISTORY

Architectural Designer	Shumake Architecture, P.A. W. Bay to Bay Blvd, Tampa, FL	March '15 – Present
Marketing Director	HomeTrust Global Real Estate Company Enterprise Rd, Clearwater, FL	July '14 – Mar '15
Healthcare Specialist (Medic)	U.S. Army	Feb '13 – June '14
Graphic Design, Marketing & Sales	Stars Signatures 62 nd Avenue, Pinellas Park, FL	Feb '12 – July '12
Architectural Drafter	Shumake Architecture, P.A. W. Bay to Bay Blvd., Tampa, FL	Feb '11 – Oct '11
Pharmacy Personnel	Benson Pharmacy 66 th Street North, Largo, FL	Sept '09 – Feb '11
Consultant	John Howey & Associates E Whiting Street, Tampa, FL	June '08 - Aug '09
Architectural Drafter	MLD Architects John Knox Road, Suite 105, Tallahassee, FL	June '07 - April '08
Architectural Drafter	poetica Architecture, Inc. Robert Shumake P.A. E. Madison Street, Tampa FL	Mar '06 - Aug '06
Pharmacy Technician	CVS Pharmacy 2911 Fowler Avenue, Tampa, FL	Sept '04 - Mar '05
Customer Service/Order Entry	Pharmacare (CVS-Owned Mail Order Pharmacy) Bryan Dairy Road, Largo FL	Aug '03 - Sept '04
Administrative Assistant	Belen Insurance Agency 66 th Street North, Largo FL	Jan '01 - Aug '03

EDUCATION

FLORIDA A&M UNIVERSITY Tallahassee, Florida	Bachelor of Science in Architectural Studies SCHOOL OF ARCHITECTURE	Fall 06 - Spring 08
UNIVERSITY OF SOUTH FLORIDA Tampa, Florida	Associate of Arts	2001 - 2005

PROFICIENCY

Drafting / Modeling / Rendering	AutoCAD, ArchiCAD, Revit, Sketchup, Rhinoceros, Kerkythea
Graphics / Web Design	Adobe Creative Suite: Photoshop, Illustrator, Dreamweaver, InDesign, Acrobat; CorelDRAW
OTHER PROGRAMS	Microsoft Office: Word, Excel, Powerpoint, Publisher, OneNote, Outlook, Windows Movie Maker
FREELANCE WORK	Belen Studio (President) – www.belenstudio.com ▪ Architecture Design and Visualization