

## Profile

Senior Professional with 16 years of experience in Architectural Design, currently pursuing licensure. Competent in the preparation of Construction Documents, coordination with clients, consultants and other designers. Successful in establishing strong relations with clients.

## Professional Experience

**2006 – September 2013 Ammon Heisler Sachs Architects Baltimore, MD**

### Project Manager

Managed various commercial projects in the Health Care, Banking, Automotive, Nursing Home & Hospitality fields (Some LEED® Certified)  
Prepared construction documents  
Met with clients, coordinated with consultants  
Organized, monitored progress and put staff team together for project completion  
Construction Administration  
Wrote and implemented the firm's new CAD standards  
Improved the firm's CA form's library which improved the construction administration of projects

**1999–2006 López Vilella Architects C.S.P. San Juan, PR**  
**Chief Draftsman**

Prepared construction documents for commercial, residential and retail projects  
Increased productivity by updating the computer system  
Special Projects Developer such as back up data administration  
Operated AutoCAD Releases 14, 2002 and 2006  
Involved in Hiring, Training and Recruiting of new personnel

**2004-2005 Liceo de Arte y Tecnología San Juan, PR**  
**Part-time Teacher**

Taught AutoCAD release 2002 – 2006

**1997–1999 Fernando Irizarry Architects / FIA San Juan, PR**  
**Draftsman / AutoCAD Operator**

Operated AutoCAD Releases 12, 13 and 14  
Worked in the production of construction documents for various healthcare projects

## Education

**2000 – 2005 Polytechnic University of Puerto Rico San Juan, PR**  
Architecture

**1995-1996 Liceo de Arte y Tecnología San Juan, PR**  
Draftsman Diploma, *Graduated with honors*

## Qualifications

Fully bilingual (Spanish/English)  
Extensive knowledge of AutoCAD, REVIT and SketchUp  
Excellent organization and communication skills. Work well with others at various levels  
Able to work under pressure in order to meet project deadlines  
Capable of making decisions and working under minimum supervision  
Knowledge of various programs such as Word, Excel, Outlook & PowerPoint

## Affiliations

American Institute of Architects, Associate Member

## Resume

## References

Carlos J. López, AIA, CAAPR  
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