

OLIVIA SMITH

Project Architect

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PROFESSIONAL SUMMARY

Dynamic Project Architect with a decade of experience in leading innovative design and construction projects across various sectors. Expert in optimizing project workflows from conception through completion, ensuring regulatory compliance and stakeholder satisfaction. Passionate about fostering collaboration and enhancing project outcomes through strategic problem-solving.

WORK EXPERIENCE

Project Architect

Seaside Innovations

- Delivered comprehensive project management from initial client engagement through design, documentation, bidding, and on-site administration.
- Directed a multidisciplinary design team, fostering an environment that encouraged innovative thinking and collaboration.
- Oversaw design-sensitive projects using diverse delivery methods, consistently achieving budget and timeline targets.
- Facilitated effective communication among clients, consultants, and municipalities, ensuring alignment on project goals.
- Proactively identified and resolved design challenges, implementing creative solutions that met client needs.
- Established detailed documentation and standards to ensure uniformity and quality across projects.
- Leveraged extensive knowledge of building codes and sustainability practices to enhance project viability and compliance.

📅 Jan / 2019-Ongoing

📍 Santa Monica, CA

Project Architect

Lakeside Apparel Co

- Designed the comprehensive renovation of Eagle Creek Elementary School in Estacada, OR, enhancing safety and functionality.
- Integrated modern amenities, including a library and gym, into the new building design.
- Utilized materials such as brick, concrete, and glass to create an aesthetically pleasing and durable structure.
- Ensured all renovations complied with current safety building codes, enhancing the school's operational standards.
- Developed three-dimensional wireframe models to supplement hand-drawn sketches for clear visualization.

📅 Jan / 2015-Jan / 2019

📍 Chicago, IL

EDUCATION

Bachelor of Architecture

University of Oregon

Acquired comprehensive knowledge in architectural design, theory, and technology.

📅 Jan / 2012-Jan / 2015

📍 Portland, OR

SKILLS



ACHIEVEMENTS

- 🏆 Successfully led a \$5M renovation project, completing it 15% under budget while enhancing energy efficiency.
- 🏆 Implemented a streamlined communication protocol that reduced project delays by 20% across multiple teams.
- 🏆 Developed and executed design solutions that improved client satisfaction ratings by 30% over two years.