
Architectural Project Manager Resume

Job Objective

To secure a position as Architectural Project Manager and to be considered a valued member of your team.

Highlights of Qualifications:

- Admirable experience in managing and supervising small and large department of defense projects and contracts
 - Exceptional knowledge of architectural principles and practices
 - Deep knowledge of applicable codes – (UBC, IBC, UFC, SBC, Life Safety)
 - Proficient with AutoCAD, 3D Rendering, CADD literacy
 - Remarkable ability to complete task with immaculate accuracy
 - Outstanding ability to coordinate and work with various departments
 - Outstanding communication skills in both oral and written forms
 - Ability to prepare presentations
-

Professional Experience:

Architectural Project Manager
KPMG, Glenwood, IA
October 2008 – Present

- Coordinated with project team, developed and maintained project scope in activities.
- Analyzed projects identified and evaluated risks and initiated resolutions.
- Participated in meetings and coordinated with architectural and engineering teams.
- Monitored all design phases and prepared design and construction documents.
- Administered work of Quality Assurance teams and ensured incorporation of processes in documents.
- Maintained construction and construction close put processes.
- Administered and scheduled in house projects.
- Managed ideas and recommendations of team members.

Architectural Coordinator
Westfield Corporation, Glenwood, IA
August 2003 – September 2008

- Developed program schedule and prepared architectural master schedule accordingly.
- Monitored sub contractor progress and quality of work performed.
- Coordinated with various suppliers for project requirement and scheduled delivery.
- Performed regular tests on architectural materials.
- Prepared reports in various architectural works and submitted it to project manager.
- Worked with quantity surveyor and conducted verifications for various claims.

Senior Architectural Designer
Gensler, Glenwood, IA
May 1998 – July 2003

- Coordinated with project manager and architect and determined all design parameters.
 - Developed designs with help from various graphic techniques.
 - Participated in all design strategy sessions and managed associated programs.
 - Ensured compliance to all design policies and standards.
 - Provided support to senior designers and evaluated work.
-

Education:

Bachelor's Degree in Construction Management
Bennington College, Bennington, VT

[Build your Resume Now](#)