

professional skills

Project Management
Construction Estimating
Construction Scheduling
Leadership and Customer Development
Certified Passive House Consultant
Microsoft Office Proficient
AutoCAD Proficient
Adobe Creative Suite Proficient
Budget and Cost Analysis

academics

Master of Architecture

University of Illinois at Urbana-Champaign
May 2008

Bachelor of Science in Architectural Studies

University of Illinois at Urbana-Champaign
May 2006

publications, awards and leadership

Passive House Training Program Presenter

May 2008

Graduate Student Design Award Nominee

Fall 2006

Earl Prize for Design Excellence Nominee

Fall 2005

volunteer work

Regional Green Building Council

Role: Board Member

Dates: October 2010 - Present

Ecological Construction Laboratory

Role: Volunteer Intern

Dates: May 2005 - May 2007

Ecological Design Consortium Treasurer

Dates: Fall 2005 - Spring 2006

work experience

RKF Architectural Products / Modern Group

Role: Office Manager

Duties: General office operation including: client meetings, project estimating and scheduling, project budget, profit analysis.

Dates: August 2013 - Present

GoDaddy.com Inc

Role: Project Leader

Duties: Collaborate with numerous team members to set goals, meet deadlines, train new employees, build and retain customer base for nearly 500 active customers.

Dates: December 2010 - August 2013

Formwerks Studios

Role: Project Manager

Duties: Creating and presenting design concepts to clients, setting and managing construction scopes programs and setting deadlines with contractors and various team members.

Dates: November 2008 - November 2010

PHIUS (Passive House Institute US)

Role: Building Envelope Analyst

Duties: Analyzing building details and developing strategies to positively impact building performance.

Dates: May 2007 - March 2010

CERL: The Army Corp of Engineers

Role: Research Assistant

Duties: Collecting and analyzing data to assist team members with the development of prediction based algorithms.

Dates: May 2006 - July 2008

Ecological Construction Laboratory

Role: Designer / Energy Specialist

Duties: Design and program development, community and client training and education.

Dates: May 2007 - March 2009