

CHRISTY CARMICHAEL

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OBJECTIVE

To further enhance my work experience in order to expand my knowledge of architecture as a profession.

EDUCATION

Norwich University Northfield, Vermont
Bachelor of Architecture – Magna Cum Laude – May 6, 2001
Minor in Engineering Sciences
Minor in Art

WORK HISTORY

Allevato Architects, Inc. June 1, 2005- October 22, 2010

Associate:

- Prepared and managed majority of projects in the office from Schematic Design through Construction Administration as required for permitting, bidding, and construction documents release.
- Managed the Bidding process for clientele
- Prepared Lease Documents for clientele
- Trained and mentored staff members in all aspects of the architectural process from coordination and preparation of documents as well as internal procedures
- Coordination with all disciplines
- Took care of all aspects of Staffing the office team members
- Review of staff drawings
- Assisted with Proposal and Additional Service Fee documents
- Coordinated projects with Major New England Developers including New England Development, Ceruzzi Properties, and W.S. Development
- Assisted with Marketing efforts

Carter :: Burgess Consultant Inc- August 2001- May 17, 2005

Intern

- Developed a unique prototypical set of documents for Carter :: Burgess to utilize during the start-up phase of the construction document process. Documents designed to improve accuracy of detailing, staff production, and overall efficiency.
- Coordinated and Designed site specific drawings from regional Prototypes for numerous retail clients as well as provided consultation services for retails who needed design assistance.
- Prepared and oversaw production of entire drawing sets as required for permitting, bidding, and construction document release

MAJOR PROJECTS at Allevato Architects

- BOCH HONDA WEST- Honda Dealership
 - Managed Construction Documents and Team members to complete Construction Drawings
 - Review of Building Materials and Design of interiors with the Client
 - Managed the Construction Administration portion of the project
- NORTHBOROUGH CROSSING-600,000 sf Shopping Center
 - Designed, prepared and managed construction documents
 - Assisted with the Lease Outline Documents for the center
- KILLINGLY COMMONS- 520,000 sf Shopping Center
 - Designed and prepared construction documents, and assisted with the Leasing
 - Produced and managed the Tenant fit-out drawings for Staples, Bed Bath & Beyond, TJX, Hallmark, Olympia, Sleepy's, Famous Footwear, Michaels, Radio Shack, AT&T, and the Hair Cuttery.
- MILFORD CROSSING- 112,000 sf Shopping Center
 - Designed and prepared the construction documents
 - Assisted with the Leasing of the Shopping Center
- STOUGHTON CROSSING-75,000 sf Shopping Center
 - Designed shopping center
- BIDDEFORD CROSSING- 500,000 sf Shopping Center
 - Designed and prepared construction documents
 - Produced and managed the Tenant Fit-out drawings for Staples, Petsmart, TJX, Best Buy, Linens N Things, Old Navy, Sleepy's, Fashion Bug, and Gamestop
- 18 TREMONT STREET- Office Building Lobby Renovation
 - Designed finishes and layout of the 13 story Lobby Renovation
 - Coordination with Lighting consultants of light levels and selection of lighting
 - Coordination with Clientele on all aspects of design from Schematic through Construction Administration

SKILLS & ACHIEVEMENTS

- Stoughton Crossing won "Project of the Month"
- Milford Crossing won "Project of the Month"
- Received an All Star Award in 2004 from Carter :: Burgess
- Completed Intern Development Program
- In the process of completing the last two exams for professional Licensure
- Proficient in Auto Cad and Architectural Desktop 2009, 2007
- Proficient in Word, Excel

REFERENCES

David Saurette
WS Development Associates
1330 Boylston Street
Chestnut Hill, MA 02467
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david.saurette@wsdevelopment.com

Howard Mintz
New England Development
One Wells Avenue
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Ken Cartelli
Ceruzzi Properties, LLC
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