

Skills

Project planning and management
 Design: from conceptual to schematic and through to construction document production
 Graphic design and production
 Marketing: design and production of proposals, promotional materials, brochures, and press releases
 Displays and signage: design and manufacturing
 Craft in working with steel, furniture design and manufacturing
 Material research and model building

Software

PC Platform Adobe Creative Suites
 Macintosh Platform Autodesk: AutoCAD
 Microsoft Office: Access, Excel, Autodesk: Revit
 PowerPoint and Word Microsoft Project

Elaine Weaver

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Work Experience

08.12 - Present **City of Tucson** Tucson AZ

Project Manager

Project Manager for City Wide Elevator and Escalator Projects, Phase I (\$4M) and II (\$3M) which is currently under construction at the TCC, the Music Hall and the Tucson Police Department Headquarters. Produce estimates and designs for Work Order Estimates for City departments, staff and buildings. Producing and editing City of Tucson Architecture and Engineering Division standards for Project Management and construction.

01.07 - 08.12 **WSM Architects, Inc.** Tucson AZ

Project Architect

Recent Projects:

Tucson Police Department Crime Laboratory: 60,000 SF - LEED Gold

Project Architect for five years on the project, from project feasibility study through to design, construction documents and construction administration. On design team for exterior and interior of building and redlined construction documents. Designed interior displays and produced videos used for public tours throughout the building. Designed forensic science milestones timeline, building signage, and building art.

Fire Central, Tucson Fire Department: 70,000 SF - LEED Gold

Project Architect - produced construction documents, designed and detailed interior museum displays and niches with fire equipment, and permitted drawings for construction. Designed El Paso & Southwestern Greenway signage, Railroad Interpretation Center displays, building signage and TFD memorial timeline.

Daily tasks include project design, detailing using computer and hand drawings, project coordination and management of construction documents, selecting and specifying products and materials, coordination with consultants, problem solving construction administration issues, intern hiring and coordination, design of company logo, graphics, and marketing materials which included proposals, website design, magazine ads, and brochures.

08.10 - 10.11 **D.L. Withers Construction** Phoenix AZ

As-Builts

Update as-built AutoCAD drawings on a weekly basis. Add RFIs, submittals, change orders, and field notes to the as-built set. Work directly with site Superintendent, Quality Control Manager, and Project Manager to ensure accuracy and track revisions for US Army Corps of Engineers.

10.01-12.03 **Burns and Wald-Hopkins Architects** Tucson AZ

Architect-in-training

Construction document production, detailing, code research and documentation, material and product research, coordinated specifications with drawings, designed marketing materials such as proposals, PowerPoint presentations and press releases. Managed, designed and documented small projects beginning with schematic design through construction administration.

Education

USGBC LEED Accredited Professional 2009
 University of Arizona, CAPLA, Professional Degree - Bachelor of Architecture December 2001
 Clemson University, College of Architecture, Arts & Humanities 1994 - 1997

Distinctions

Won Best Emerging Artist and People's Choice awards at first Furniture Art Designers Showcase. Work selected for Phoenix Home & Garden's Oct. 2003 showcase article. Featured on Arizona Illustrated, KUAT-TV showcase segment, Oct. 7, 2003.
 NCARB Accreditation Exhibit: Furniture Design, Sept. 2003
 Designed street signs for Samos Neighborhood, City of Tucson, 2003
 Honors Exhibit, Rudolph E.Lee Gallery, Summer 1997
 Published in "Mirare", a Clemson University publication, Spring 1997

Attributes

Organized and detail oriented Able to plan and execute varying strategies
 Problem solver and takes initiative Flexible and enjoys the team environment
 Multi task oriented Understands schedules and meets deadlines
 Self motivated and independent Committed to our community...Volunteer with the Southern Arizona VA
 Excellent communication skills