

AMANDA SKALIK

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OBJECTIVES:

- Seeking a position as an **Architect** in a company that represents innovative design ideas and utilizing modern building technologies.
- Broadening my knowledge in sustainable design and renewable sources of energy in architecture.
- Working in a team environment with fluid communication and easy flow of ideas and knowledge.
- Gain experience in LEED design and administration with the intention to become LEED AP.

QUALIFICATIONS:

- **2011 – Registered Architect (State of Iowa).**
- **2011 – NCARB Certified.**
- Involvement in all phases of building design: planning, pre-design, schematic design, design development, construction documents and contract administration.
- Experienced in a wide variety of building and project types; single- and multi-family residential, hospitality, educational, retail, commercial, healthcare, and civic.
- **4 years of professional experience;** dedicated to quality, innovation, progression, improving our environment and building client relationships.
- Experienced in providing administrative support, liaising with consultants, and facilitating communication between parties.
- Experienced in producing promotional materials and visualizations for client and company marketing.
- Participation in multiple art and design competitions and exhibitions, many of which had been honored.

EDUCATION:

- 1998-2004 - Iowa State University, USA
Bachelor of Architecture
NAAB - Accredited Program
- 2006-2008 - Edinburgh College of Art, UK
Master of Fine Art - Architecture and Space

SKILLS:

- Revit 2010 - basic
- Autocad / Autocad Architecture 2010 - advanced
- CorelDraw x3, Photoshop CS3 - advanced
- Sketchup, Accurender, VIZ Render - basic
- Microsoft Office Package - advanced
- Languages: English - native
Polish - basic

PLEASE NOTE that I am interested in relocating and will be available to interview at your convenience.

PROFESSIONAL EXPERIENCE:

IX 2009 – Current - **Novak Design Group PLC**, Cedar Rapids, Iowa USA

Architect

- Oak Hill Jackson Housing, Cedar Rapids, IA
Building A: 1 level parking + 3 levels residential (52 residential units) - total floor area: 75,000ft²
Building A completed on schedule: II/ 2011
Building B: 1 level parking + 3 levels residential (45 residential units) - total floor area: 63,000ft²
Developed and refined design development documents; evaluated and applied local and federal building codes, assisted with the integration and coordination of consultants documents and implemented a 'fast-track' schedule for the completion of a full set of construction documents. **Achieved in 3 month schedule.** Currently assisting with contract administration.
- Linn County Public Service Center, Cedar Rapids, IA - 74,000 ft²
Collaborated with the design team and consultants to complete a full set of construction documents. Assisted with the coordination and issue of addendum drawings and documents. Currently assisting the Project Architect with contract administration. **Scheduled completion XII 2011, LEED "Silver" Certification.**
- Foth Cedar Rapids Office Relocation (Interior Improvement), Cedar Rapids, IA – 5,600 ft²
Acted as project liaison for landlord, tenant, realtor, design architect and general contractor. Coordinated issuance of bidding documents and addendum; facilitated negotiations. Solely responsible for contract administration. **Project completed on schedule: II/ 2011**

VI 2007 - VII 2008 - **3DReid**, Edinburgh, United Kingdom

Part II Architectural Assistant

- Travelodge Hotel, Edinburgh, Scotland - 4250 m²
Helped gain planning submission and building warrant approval through coordination the production of drawing documents and organization of submission packages. **Submission successful.**
- DeVere Luxury Spa, Belton Woods Lincolnshire, England - 1400 m²
Developed feasibility and presentation package including proposal drawings, visualizations and existing site analysis for a luxury spa, café and aquatic therapy clinic.
- Aldi Retail Store, Various locations in Southern Scotland - 1250 m²
Prepared and developed multiple planning submissions and building warrant packages for various Aldi Stores throughout Southern Scotland. **All submissions successful.** Attended monthly design team meetings and assisted with project administration.

X 2004 -IX 2006 - **InVision Architecture**, Waterloo, Iowa USA

Architectural Assistant

- VGM Call Center Expansion, Waterloo, IA - 58,000 ft²
Coordinated a team in the production of multiple construction document packages, administered and integrated consultant's documents; assisted with contract administration; attended monthly design team meetings; performed site observations and prepared field reports and reviewed contractor submittals. **Project was substantially complete before schedule, no claims or disputes filed.**
- Waterloo Centre for the Arts, Phelps Youth Pavilion, Waterloo, IA - 20,000 ft²
Produced a full set of construction documents; assisted with contract administration; processed change orders, requests for information, architect's supplemental instructions, managed and reviewed contractor submittals.
- Iowa State University, College of Veterinary Medicine, Ames, IA - 80,000 ft²
Prepared design development drawings; identified conflicts and coordinated with consultant.

V 2003 - IIX 2003 - **HLKB**, Des Moines, Iowa USA

Architectural Intern

- Iowa State University Memorial Union Addition, Ames, IA – 32,000 ft²
Researched and documented existing site conditions and constructed a physical model.

ACHIEVEMENTS:

- I 2010 Logo and business card design for "Triple A Produce" organic produce company.
- VI 2009 Solo Art Exhibition, "56 Perpendicular to 28" 3DReid, Edinburgh, UK. **Honorable Mention.**
- I 2008 Solo Art Exhibition, "98 Strings Attached from Ceiling to Floor" Sleeper Gallery, Edinburgh, UK. **Honorable Mention.**
- V 2007 Shrink this House Architectural Competition, "Hurricanes Shrank This House" Group Entry.
- IV 2007 Group Art Exhibition, "Freshly Squeezed" Krisni Hrodik Monastery, Piran, Slovenia. **Honorable Mention.**
- II 2007 Group Art Exhibition, "Uberfluss" Deutzer Brücke, Köln, Germany.
- XII 2004 **RDG Prize in Architecture, Nominee** based on performance and creative design.