
JANE ANN BOLIN
409 Eton Drive
Dothan, AL 36305
334.699.8591 email: wesleyazd@gmail.com

EDUCATION: Master of Architecture, Clemson University May 2007
B.S. Interior Design, Auburn University May 2002
B.A. Art, Auburn University December 2001

WORK EXPERIENCE:

Polyengineering, Inc., Dothan, AL February 2008-Present

Intern Architect

- Generate construction drawings to be reviewed by project architect
- Coordinate construction drawings among consulting engineers
- Preparation and administration of bid documents
- Oversee bid process and documents such as addendums, attend bid openings, coordinate VE/scope of work adjustments with contractor for commercial and CDBG grant projects
- Construction Administration including site visits, progress meetings, review of shop drawings, review of payment applications, change orders and punch lists
- Worked closely with owner, contractor and superintendents to ensure that the project was built according to the plans and specifications
- Generate presentations, graphics and 3D renderings for both private and military projects
- Assisted with editing and assembly of specifications
- Coordinate LEED requirements and oversee template and supporting documentation submittal for military projects

Interior Design

- Coordinate finish plans and selection and specification of materials with clients
- Assemble and specify FF& E packages for the US Army Corps of Engineers projects
- Maintain finish library and samples
- Communicate with manufacturer's representatives about product information and specification
- Prepare presentation boards and graphics

AWS Architects, Greenville, SC

May 2007-January 2008
also Summer 2004, P/T 2004-2005, Summer 2005, Summer 2006

Intern Architect

- Generate construction drawings under direct supervision of project architect
- Coordinate construction drawings among civil, structural, mechanical and plumbing engineers
- Coordinate construction management meetings
- Perform field verifications and measurements
- Generate as-built base plan drawings
- Space planning for tenant up-fits, pharmaceutical plant, school
- Attend and communicate with plan review officials
- Prepare permit applications
- Graphic rendering – both computer and hand generated
- Presentation boards and graphics
- Knowledge of IBC, ANSI/ADA, and other regulatory documents
- Site and master planning for pharmaceutical plant, multi family residential
- Assess scope of work on potential jobs

SKILLS: Computer – AutoCAD 2009, Architectural Desktop 2008, Adobe CS, Adobe Acrobat, Google Sketch UP, Microsoft Word and Excel, Windows, Internet/email and general knowledge of REVIT, FormZ, laser cutter, and CNC router

References available upon request.