

Marjorie Weibe-Reed, Assoc. AIA

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Objective **A challenging position as Project Manager/Project Architect.**

Profile

- Fourteen years experience in architecture.
- Seven years experience as Project Manager/Project Architect focusing on governmental and commercial clients such as: NASA,USAF, USCG, USPS, FSDB, UF Healthcare, COFB and FLHSMV.
- Ability to direct interns and production staff.
- Goal-oriented individual with strong leadership capabilities.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in a team environment or solo as required.
- On track for professional licensure.
- Currently seeking PMP certification.

Education **M. Arch.**, Savannah College of Art and Design, 2001
B. Arch., Savannah College of art and Design 1999

Relevant Experience

Administration / Marketing

- Prepare proposals, RFQ and RFP for commercial projects.
- Solicit business from new and existing client base.
- Write 3-part product based and performance based specifications.
- POC for all commercial clients and contractors.
- Prepare presentations and graphics as required.

Project Management

- Operate as Project architect/Manager for commercial projects to include coordination with consulting project engineers.
 - Responsible for construction document preparation/content throughout the design phases; schematic through construction documents.
 - Prepare project manuals that incorporate client's non-technical documents, associated consultants specification sections and architectural technical specifications.
 - Attend pre-bid conferences.
 - Lead kick off meeting to verify SOW and set schedule.
 - Manage drafting staff through assigning design hours, discussed SOW and mentored with regards to graphic and drafting standards.
 - Perform QC check of progress prints throughout the design phase.
 - Prepare addendums to construction documents and project manual prior to bid.
 - Perform/document as-built existing conditions/drawings prior to schematic design.
 - Lead progress design review meetings and generate meeting minutes.
 - Review submittals, review/approve pay requests and respond to RFI's.
 - Generate field observation reports on a regular basis during construction.
 - Prepare as-built documentation for project close out.
 - Perform drafting tasks as required.
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Employment	Commercial Lead/Project Manager , <i>Rice Architect</i> , Amelia Island FL	<i>2007-present</i>
	Project Manager , <i>Akel Logan Shafer Architects</i> , Jacksonville, FL	<i>2005- 2009</i>
	Staff Architect , <i>General Physics Corp</i> , Titusville, FL	<i>2003-2005</i>
	Architect II , <i>Reynolds Smith and Hills</i> , Merritt Island, FL	<i>2002-2003</i>
	Job Captain , <i>The Sprigs Group PC</i> , Savannah, GA	<i>1995-2002</i>
Community Involvement	Fernandina Beach Historic District Council , Board Member	
	Waterfronts Florida Partnership Committee , Committee Member	
	Nassau County Post Disaster Redevelopment Plan Executive Technical Committee , Committee Co-Member	
Professional Affiliations	American Institute of Architects, Jacksonville Chapter , Associate Member	
	<ul style="list-style-type: none"> • 2008 & 2010 Barkitecture Design Competition and Charity Event, Chairperson • 2007 and 2008 AIA Family Picnic, Organizer • 2007 AIA NYE Beaux Arts Ball, Sponsorship Chairperson • Emerging Professionals (formerly Emerging Architects), Member 	
	Nassau County Planning and Zoning Board , Board Member, District 2, 2006-2009	
	Nassau County Affordable Housing Advisory Committee , Committee Member, 2007	
	Habitat for Humanity , Team Leader, Habijax, 2006	
Past Affiliations and Accreditations	American Institute of Architects, Space Coast Chapter , Associate Member	
	<ul style="list-style-type: none"> • Emerging Professionals Chairperson, 2002-2003 • Emerging Professionals Conference Planning Committee, 2003 Orlando and 2004 Tampa 	
	Junior League of Central and North Brevard , 2002-2005	
	American Red Cross Canoe Instructor , 2002-2005	
	Junior League of Savannah , 1995-2002	
	GSUSA , Council Trainer and Service Unit Executive Committee Member, 1995-2001	