

# MARK ALLEN SMITH, AIA

643 Golf Course Drive NE, Fort Walton Beach, FL 32547

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FL LIC# AR95349

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## OBJECTIVE

- Seeking position as Project Manager or Project Architect

## PROFESSIONAL PROFILE

- Management – Experienced and decisive team leader, able to manage multiple complex projects and work well under pressure
- Communications – Skilled listener with the ability to assess client's needs and convey necessary information with clarity and enthusiasm
- Computer Skills - AutoCAD Architectural Desktop R2011, MS Word, Outlook, Excel and Power Point

## SERVICES

- Site planning
- Design of buildings of any size and complexity
- Client liaisons
- Marketing and presentation
- Permit acquisition and permit approval
- Production and supervision of working drawings for projects
- Comprehensive checking and coordination of Consulting Engineer's drawings
- Design and production of original construction details
- Review for code compliance, errors and omissions
- Specification writing
- Bid administration
- All phases of construction administration

## PROJECT TYPES

- Education Facilities, Department of Defense, Hotel, Restaurant and Retail, Medical and Professional Offices, Museums, Condominiums, Multi-Family, Custom Residential, and Religious Facilities

## EXPERIENCE

- **Architect** specializing in residential renovation and repair from June 2010 to present  
Mark Allen Smith Architect, AIA  
643 Golf Course Dr. NE, Fort Walton Beach, FL 32547
- **Associate Partner and Senior Project Assistant** from July 2003 – December 2009  
Kendrick David Dowling Architects, Inc.  
111 Ferry Road S.E. Fort Walton Beach, FL 32548
- **Intern Architect** from November 2002 – April 2003  
Caldwell Associates  
116 Tarragona Street, Pensacola, FL 32501
- **Intern Architect** from January 2001 – November 2002  
Bullock Tice Associates, Inc.  
909 East Cervantes, Suite B, Pensacola, FL 32501

## EDUCATION

Bachelor of Architecture Degree with Minor Degree in Landscape Design and Management  
Florida A&M University, Tallahassee, Florida – 1993