Meredith J. Evans

meredithjevans@gmail.com

REGISTRATION

Architect, State of Illinois
NCARB Certificate
American Institute of Architects

EDUCATION

School of the Art Institute of Chicago, Chicago, IL
Master's of Architecture with Emphasis in Interior Architecture, 2015

Philadelphia University, Philadelphia, PA
Bachelor's of Science in Interior Design, 2010

edX
Professional Certificate in Introduction to Python Programming, 2020-2022

U.S. Army Corps of Engineers
Certificate in Construction Quality Management for Contractors, 2020

PSMJ Resources
A/E/C Project Management Bootcamp Online Master Class, 2022

Udemy
Project Management Professional Exam Prep Course, Present

EXPERIENCE
Nov 2022 - March 2024

Senior Architect
pb2, Rodgers, AR

- Managing the client contracts, sub-consultants proposals, invoicing and labor forecasting for two franchisee fitness clients
- Working with client, MEP and Structural Engineers to coordinate tenant improvement and remodels for fitness clients.
- Performing site visits to gather existing conditions of vacant properties and remodeling projects along with 3d laser scanning
- Managing a team of two project managers and two architectural interns to work through Schematic Design and Construction Documents.
- Performing quality control on drawings, generating responses to code reviewers and performing code research.

June 2022 - November 2022

Project Manager
NORR, Chicago, IL

- Managing the business plans, client contracts, sub-consultants proposals, invoicing and labor forecasting for 50 coffee shop projects.
- Working with client, landlord and architectural designer to coordinate tenant improvement quick service restaurant projects.
- Performing site visits to gather measurements, equipment plans, roof plans, MEP data and assess current conditions of existing restaurants.
- Overseeing in-house architectural designers as they create Design Development and Construction Documents from the client's Schematic Design through health and building permitting.
- Maintaining scheduling for the projects in region including sending schedules to sub-consultants, scheduling designers, and coordinating dates with landlords while meeting client goals.
- Creating integrated Smartsheet environment to create views into current scheduling and saturation for leadership as well as daily schedule for project managers and production team members.

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July 2021 - June 2022

BIM Manager
Blokable, Sacramento, CA

- Created and documented BIM and Product standards for internal and external teams.
- Coordinated with external software teams to create BIM-to-manufacturing workflow utilizing various Revit plugins for wall panelization, and plumbing and mechanical system manufacturing.
- Researched materials and building components for suitability in pre-fab products, for their inclusion in an LOD 400 BIM model.
- Implemented data export schedules from Revit to ERP and MRP systems, providing Bill of Materials and Stocklists for pre-fab construction.
- Managed cross-disciplinary feedback loop for inclusion in ERP/MRP system, to craft item numbering rubric, naming rubric, inventory strategy and fixed asset IT/equipment strategy in NetSuite.
- Created and maintain document management strategies utilizing Autodesk BIM360 Docs, Microsoft Sharepoint, and Autodesk Vault.

Feb 2020 - July 2021

Project Coordinator
expFederal, Chicago, IL

- Managed internal and external architecture and engineering teams, providing schedule and resource management.
- Led multidisciplinary team of eight to create and document office standards and procedures for Autodesk AutoCAD and Revit projects.
- Coordinated receipt of all disciplines' specifications, validating each section in SpecsIntact.
- Integrated presentation and construction documents from all project disciplines for client submission, host-nation review, and stakeholder presentation.
- Implemented, documented and provided weekly trainings for Microsoft SharePoint, Microsoft Teams and Autodesk BIM360, including project structures, permissions and role tiers.
- Trained BIM Coordinator to provide Autodesk Revit and BIM360 support for project teams.
- Partnered with the Information Technology team to provide assistance to end users with software, data management and troubleshooting.

Feb 2019 - Feb 2020

BIM Manager + Project Manager
Chipman Design Architecture, Des Plaines, IL

- Led an initiative creating project scheduling, milestones, user experience design, and content integration for a firm-wide knowledge base containing software platform standards and documentation content.
- Managed internal architecture and external engineering teams on retail and restaurant projects.
- Engaged clients on design documentation and virtual walk-throughs.
- As BIM Manager, supported individuals and teams with the use of Autodesk Revit and BIM360.
- Created a BIM Kickoff Plan to eliminate consistent coordination errors within Revit models across users and disciplines.

Oct 2016 - Feb 2019

Intern Architect
Crate & Barrel, Northbrook, IL

- Collaborated with Architecture, Construction, International, Facilities and Store Development departments to suggest new solutions and viewpoints.
- Created presentation and construction documents for internal clients and external clients.
- Utilized Autodesk Revit to create intelligent BIM models of existing stores, store fixtures, prospective real estate, signage and new construction projects.

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SKILLS

Teaching and documentation of software processes	Cloud storage management
Drafting and drawing coordination	Document management principles
3D renderings and visualizations	Material and finish selection
Field measurements and existing condition drawings	Code and zoning research
	Print and publication design
	Specifications

SOFTWARE

Adobe Acrobat, Illustrator, Photoshop, and InDesign	Autodesk AutoCAD, Revit and BIM360
Microsoft Word, PowerPoint, Project and Excel	Rhino, Grasshopper and Maxwell
Jira, Trello and Smartsheet	SketchUp
	Enscape

VOLUNTEER

Layout Design

Society for American Baseball Research, Turnstyle Vol. 3, Jan 2023

-Worked with editors and contributors to edit and layout Volume 3 of poems, prose, and art on the game of baseball.

-Re-creating base layout seen in Volumes 1 and 2 in InDesign, setting up master pages, creating layouts for images, and setting up character and paragraph styles.

-Managed drafts, proofs and markups to create the final kindle and print editions.

ORGANIZATIONS

Good City Group	American Institute of Architecture Students
Society of American Baseball Researchers (SABR)	Chicago Women in Architecture
Project Management Institute	American Institute of Architects

AWARDS

Chicago Consortium for Art in Society 2014	Anthony A. Yoseloff Scholarship-SABR 2013

Print, digital portfolio and references are available upon request.