

# DANIELLE ROBERTS

architectural designer

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203-623-6212

## EXPERIENCE

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### ARCHITECTURAL DESIGNER/PROJECT ASSISTANT

POOLE & POOLE ARCHITECTURE / GLEN ALLEN, VA / NOV 2018 - PRESENT

- + Designed and drafted site plans for client use and approval as well as zoning and neighborhood presentations.
- + Designed and modeled building elevations for apartment complexes based on Project Manager and Client feedback.
- + Produced rendered images using Maxwell Render for Sketchup.
- + Collaborated with multiple project managers and their teams on the production of schematic design packages, permit documents, and construction documents.
- + Attended OAC meetings, reviewed and responded to RFIs and shop drawings during the construction process.
- + Managed an off-site team of CAD draftspeople on the production of construction documents; trained them in office standards, managed project deadlines, and quality-checked the final work produced.

### ARCHITECTURAL DESIGNER

RODE ARCHITECTS / BOSTON, MA / JAN - DEC 2016

- + Completed site, zoning, and feasibility studies to present to clients.
- + Accurately 3D modeled existing conditions of sites and buildings from surveys and images.
- + Created graphic standards and templates for office-wide use.
- + Worked collaboratively on the execution of permitting and construction documents.
- + Created and updated diagrams, renderings, and text for RFPs, client and community meetings.

### ARCHITECTURAL INTERN

NORTHEASTERN UNIVERSITY DESIGN & CONSTRUCTION / BOSTON, MA / JAN - JUNE 2015

- + Completed as-built and construction documents for classroom updates, ranging in scope from new furniture to total renovations.
- + Created diagrams, finish boards, and construction documentation for client meetings.
- + Updated clients on project status through the use of weekly updates.
- + Consolidated and curated physical and digital material libraries.
- + Managed invoices, change orders, and other documentation through the use of E-Builder software.

## EDUCATION & OTHER

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### MASTERS OF ARCHITECTURE

NORTHEASTERN UNIVERSITY / BOSTON, MA

### BACHELOR OF SCIENCE IN ARCHITECTURE

NORTHEASTERN UNIVERSITY / BOSTON, MA

### DESIGN-BUILD WORKSHOP

ISLAND DESIGN ASSEMBLY / PENOBSCOT BAY, ME

- + 1-week design-build workshop based on Hurricane Island in the Penobscot Bay.
- + Worked collaboratively to design, transport, and assemble a modular shade pavilion for a nearby island community

### SKILLS & SOFTWARE

- + Adobe Creative Suite: InDesign, Photoshop & Illustrator
- + Autodesk: AutoCAD, previous experience with Revit
- + Sketchup and Maxwell for Sketchup

REFERENCES AVAILABLE UPON REQUEST