

Harrison Lartner

Street Address

City, State 55555

555.555.5555

harrisonlartner@gmail.com

PROFESSIONAL SUMMARY

Experienced Architectural Design and Construction Professional with over ten years experience in Architecture, Building Construction, Project Management, and Urban Planning. Exhibits a strong belief in a team-oriented approach to successfully orchestrating and completing projects. Extraordinarily talented in creating and nurturing multidimensional relationships between architectural design teams, construction teams, construction managers, and ownership groups. Accomplished in working on all phases of top tier projects with award-winning professionals, and exclusive clientele. Highly motivated and dedicated with a proven ability to handle multiple projects, pro-actively schedule resources, and creatively motivate team members.

Exceptional communication and technical skills enhance a unique, broad-ranging background that offers a generalist's perspective of the Architecture and Construction industry.

EXPERIENCE

General Manager

Month Year to Month Year

Hardware Store – City, State

Phase 1 – Relocation of Business

- Created programmatic requirements and space plan for two independent businesses relocating into a shared space
- Designed building facade remodel, complete floor plan finish out, showroom, and displays.
- Coordinated and oversaw all phases of demolition and construction of building remodel
- Coordinated and oversaw complete inventory and relocation of business

Phase 2 – Business Development

- Conducted situational analysis of 84 year-old business at the time of acquisition weighing factors including market competition, clients, technology, and suppliers
- Responsible for strategic planning including the development and definition of Mission, Vision, and Path statements
- Responsible for market positioning through research, selection, and negotiation for product lines. Interviewed all potential vendors and negotiated vendor agreements
- Led team to develop comprehensive branding package including logo, tagline, building signage, business cards, direct mail
- Developed internal processes and procedures for core business services including comprehensive process and documents for initial take-off, job quoting, client approval, product ordering, product receiving and coordination, unique project packaging, and jobsite delivery
- Researched company and product history which led to the establishment of a historical reference library for staff and clients, architects, and designers

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(Hardware Store Continued)

- Researched industry accreditation organizations and took classes toward gaining industry accreditation - DHI
- Responsible for hiring and training sales staff and determined sales goals
- Supervised and approved creation of all internal forms (e.g. purchase orders, transmittals, vendor information sheets)

Phase 3 – Business Operations

- Consulted with clients to assess custom product requirements; schematically design one of a kind solutions; present, revise and produce production drawings; select fabricator and coordinate fabrication
- Conducted job site walk-throughs for comprehensive problem solving of any hardware requirement; created architectural drawings for complex hardware solutions used in ordering and installation
- Consulted with installers and visited job site throughout installation process to insure complete customer satisfaction
- Led team to implement processes and this in turn led to growth of the organization

Owner, Designer, General Contractor

Month Year to Month Year

Lartner Homes - City, State

- Designed and performed Construction Administration on multiple residential projects in excess of \$5 million of construction
- Provided free-lance Construction Document creation and Project Management to Architects and Contractors for commercial and residential projects
- Performed Design / Build service on 2200 s.f. speculative single family residence with entrepreneurial partner
- Performed Design / Build service on multiple luxury home remodels
- Designed and performed Construction Administration on \$300,000 redesign of classroom wing for a large church
- Traveled throughout southern territory on a consultant basis as Owners Rep

Project Manager, Superintendent

Month Year to Month Year

Company – City, State

- Oversaw daily scheduling, material procurement, and supervision of all sub-contractors on multiple residential remodels and luxury high-rise residential condominium unit
- Coordinated job-site meetings with Architects and Sub-contractors to creatively resolve project challenges
- Responsible for creation of project schedules and implementation
- Worked jointly with company owner to prepare bid for new work
- Initiated marketing campaign and managed relationship with creative agency

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Project Manager

Month Year to Month Year

Design Group – City, State

- Managed, designed and oversaw construction for new County Courthouse and County Administration Building in Ellis County, Texas
- Managed inter-disciplinary team in creation of a public/private Master Plan for the City of Waxahachie
- Managed, designed and oversaw construction for interior finish out of 250,000 s.f. mixed-use world headquarters and warehouse at DFW airport

Assistant Project Manager

Month Year to Month Year

Company – City, State

- Assisted Project Manager to direct multi-disciplinary team through all phases of design and construction for 1.5 million s.f. Corporate Headquarters and Operations Center in State
- Managed design and construction of fast-tracked Network Information Centers totaling 360,000 s.f. in City, City, and City.

Project Architect, IT Administrator

Month Year to Month Year

Company – City, State

- Performed Project Architect supervision and Construction Administration for award-winning Chapel
- Managed and designed up to six residential projects simultaneously including site supervision
- Specialized in traditional residential design and accurate historical detailing
- Networked and maintained computer systems, software, and plotting peripherals

Draftsman and Designer

Month Year – Month Year

Company – City, State

- Responsible for preparation of Construction Documents
- Responsible for project delivery from design development through completion
- Designed hardscape features and structures; specialized in residential design
- Experience with Urban and Master Planning under A.I.C.P., UIL planner

EDUCATION & TRAINING

University – City, State

Bachelor of Environmental Design, 1993

- Efficient Construction Document creation through:
 - CAD software: AutoCad products through Architectural Desktop
 - Manual drafting skills (graphite and ink)
- Experienced with Web-based project management solutions
- General computer hardware, software, and systems knowledge
- Proficiency in general productivity software: MS Office 2010, MS Project
- Specific Training in DHI Coursework