

RESUME

Kathryn Shaffer, AIA
117 Crescent Avenue
Sausalito, CA 94965
(415) 332-4604
E-mail: ks@kathyshafferarchitect.com

=SUMMARY OF QUALIFICATIONS=

Architect with over 25 years experience in Project Management, Design, Construction, Project Development, and And Management of architectural projects as a licensed architect.

- Fully responsible for directing and maintaining project activities.
- Maintained long-term client, consultant, and agency relationships.
- Developed proficient, effective project coordination methods and specification documentation.
- Completed project feasibility analysis and review on local, state and national levels.
- Designed and implemented work flow strategies that directly impacted project's revenue.
- Negotiated directly with client, consultant and agencies for ultimate project profitability.
- Hands on technical experience resulting in increased efficiency in project management.
- Computer literate, including advanced knowledge in specialized programs such as AutoCAD, Adobe Photoshop, Word, Excel, PowerPoint, Project, among other commonly used programs. In the process of AutoCAD/Archicad Cross-Training and further developing expertise in Sketch Up. Expert in drafting and free-hand 3-dimensional representations of ideas.

=SPECIALTIES=

- Programming, Due Diligence Studies
- 3D Rendering and Illustrations
- Building Specialties and Design
- Architectural Design Development and Construction Drawings
- Project Management

=PROFESSIONAL EXPERIENCE=

2004 to **KSA, Inc.**, Sausalito, CA

Present Project Manager, President (Corporation), Creative Design Manager

Principal in charge of Marketing, Designing, Technical Detailing, and day-to-day operations. Some tasks include:

- Developed website to increase firm's exposure and profitability
- Visually developed office to attract customers
- Communicate with potential customers to sell firm and services
- Prepare proposals
- Prepare marketing materials and attending networking events.
- Sole manager of creative design.
- Sole manager or drafter of creative services and technical details (CAD) required to see projects from conception to implementation based on previous experience.

2001 to **PIER 39 Limited Partnership**, San Francisco

2004 Project Manager for Construction and design

Project Manager for design and construction projects at a 31 year old retail, entertainment, and restaurant property on a turn-of-the-century pier located on the San Francisco waterfront. My role involved project management of tenant projects from project initiation, through the construction process (including work with permitting agencies, consultants, architects, and contractors); and field and final inspections. In

addition, I managed the design and construction in internal departments for the completion of their projects. Some tasks included:

- Played a key role in tenant / landlord relations.
- Prepared the original PIER 39 Design & Construction Manual that contains typical details.
- Reviewed and occasionally modified designs and construction drawings and coordinated presentations between the Tenant and Landlord management staff.
- Negotiated with tenants, their architects and their contractors throughout construction to achieve a timely store opening.
- Expedited building permits through governmental agencies.
- Managed Due Diligence studies for potential tenant and company projects.
- Assisted in the coordination of building inspections and company inspections.
- Maintained a library of Building Codes and Ordinances, product literature. Documented existing spaces and property in AutoCAD.
- Reviewed and screened various products, designs, details, engineers, architects and contractors to be included in the PIER 39 Design Criteria and Preferred Contractor list.
- Wrote correspondence, created and maintained design files and documented project timelines.

2000 **Gickhorn Lazoroto Partners**, San Francisco, CA
to Project Manager
2001

Architect at an architecture and construction management firm involved in retail, pharmaceutical, and commercial construction projects. Examples of duties included:

- Managed complex design and construction projects from the initial signing of contract to final completion.
- Prepared programs, schematics, design, construction documents and specifications for projects involving research and development for a variety of major pharmaceutical companies.
- Managed work with the clients, consultants, contractors, and equipment suppliers.
- Reviewed and prepared responses to code analysis documents from local, state, agencies.

1999 **Kathryn Shaffer, AIA**, Sausalito, CA
to Architectural Consulting (Owner, Sole Proprietorship)
2000

Worked as a project manager for residential design and construction projects.

- Managed the development of new project enhancements and review of design procedures. Projects included landscape and residential remodeling.

1999 **LDA Architects / HOK Architects**
San Francisco
Project Manager

Project Manager as part of consulting team architects for preparation of technical construction documents for the exterior façade of the Asian Art Museum located in San Francisco.

1998 **MCG Architecture**, San Francisco, CA
to Project Manager
1999

- Analyzed and developed drawings and leasable spaces to maximize use in an existing shopping center, primarily in relation to new Rite Aid stores.
- Analyzed and developed drawings indicating square footages, leasable store frontage, and code compliance for complex commercial and retail projects.

1997 **SGPA Architects**, San Francisco, CA
to Project Manager
1998

Creative designer using established criteria for corporate chain stores. Tasks included designing stores to maximize visual interest on the interior of the store to guide customers through the store and maximizing the visual exterior to attract customers to the store. Projects for ground up one to two story retail buildings including Good Guys, Office Max and Comp USA. Also responsible for code analysis and compliance drawings for existing shopping centers.

- Created design presentations to potential and future clients.
- Analyzed and developed drawings indicating code compliant square footages and parking allowances, leasable store frontage and code compliance for complex commercial and retail projects.
- Technical development of construction documents for projects such as The Good Guys, Office Max, and Comp USA.

1996 **Huntsman for Shorenstein Realty Services**, San Francisco, CA
To Project Manager
1997

Project Designer and manager for tenant Improvement projects for San Francisco Bay Area companies including Microtimes, Bell Investment Advisors, Peets Coffee (1 of 2 person design team) and Kikkoman:

- CapMAC Holdings, 55 California, 33rd floor, San Francisco, 5600 s.f. build out.
- Bell Investment Advisors, 50 Calif., 32nd floor, 950 s.f. build out.
- Sirrom Corp., 50 Calif., 9th floor, 1200 s.f.
- Utrect & Zacks, Russ Bldg., 8th floor, San Francisco, 800 s.f. pre-lease design
- Alden Aronovsky & Sax, Russ Bldg., 28th floor, pre-lease design. #555 California Building Spec Details, San Francisco (Shorenstein)
- Elan International, 50 Fremont, 36th floor, San Francisco 1385 s.f. build out.
- Microtimes, 1300 Clay, Oakland, CA 7300 s.f. build out (2 person team).

1994 **Brown McDaniel Architects**, San Francisco, CA
to Project Manager, Designer
1996

Developed detailing and visual design for the construction of MacArthur Center, a shopping mall with 937,000 leaseable square feet in Norfolk VA.

1993 **Robert Lamb Hart**, San Francisco, CA
to Project Manager / Designer
1994

Worked directly with golf course designer to create a cohesive upscale residential and golfing community. # Prepared designs for 5 different home types for 2000-3000 square feet homes # Developed procedures utilizing computer aided design to convert one home design into twelve with minor variations. # Designed the clubhouse for the Rancho La Quinta golf course

1997 **K.M.S. Architect**, Sausalito, CA
to Sole Proprietor, Project Manager, Designer, Project Architect
1998

Visual designer for artwork shown throughout the San Francisco Bay area and in the Cassandra Kersting Gallery. Design consultant for coordination of buildings within a PG&E facility in Northern California. Developed website and marketing strategies for profitability.

- Reviewed detailed project packages to implement efficient profitable design solutions.

- Acted as sole marketing director organizing presentations and exhibits to achieve a successful sales program.
- Designed and prepared graphics and packaging for new products.
- Obtained and managed projects under a contract with Pacific Gas & Electric.
- Maintained contracts for artwork presentation at the Kersting Gallery and Star Gallery, in addition to temporary presentations throughout the Bay Area.

1984 to 1990

Project Manager Architect and Construction

Worked continuously for architectural design firms including Dal Pos Associates (Syracuse), Kaestle Boos Associates (New Britain, CT), Russell Gibson von Dohlen (Farmington, CT), Mignone Associates (Long Island, NY), among others as a project manager. Taught Interior Architecture while attending school at Louisiana Tech University.

- Produced documents to resolve design and construction issues.
- Directly responsible for coordination between firm, client, and consultants.
- Prepared promotional presentation packages and feasibility studies for other potential clients.
- Prepared and presented course curriculum for college students, including lectures and grading.
- Analyzed and developed drawings and leasable spaces to maximize use in an existing shopping center.
- Technical development of construction documents for projects including The Good Guys, Office Max, and Comp USA.
- Worked as Project Manager and Lead Designer for leasable spaces at The Shorestein Co., San Francisco, CA, the largest property owner in San Francisco and Oakland at that time.
- Designer for brand's visual impact to increase profitability at Vintage Commons Center.

=EDUCATION=

1988 Louisiana Tech University, Ruston Louisiana, Bachelor of Architecture, Suma Cum Laude
 1984 Kansas State University, Manhattan, KS, Bachelor Interior Architecture, Magna Cum Laude
 Computer Skills: AutoCAD 2011, Excel, PowerPoint, Adobe Photoshop, Adobe Image Ready, Outlook, Adobe Acrobat Pro 9.3, Internet Explorer, Netscape. . In the process of AutoCAD/Archibald Cross-Training and further developing expertise in Sketch Up.

=PUBLICATIONS AND AWARDS=

AIA Small Firms Great Projects, 2005 Author, Houseboats: Aquatic Architecture of Sausalito, 2006 Contributing Author, Cliffhangers Hillside Houses by E.A. Ashley, 2004 Selected for AIA "Women's Work" exhibit, 1991 US Patent D292048, Ornamental Design for a Chair, 1988 Contributing Artist, Architectural Rendering Techniques, 1984.

=PROFESSIONAL LICENSES=

Registered Architect, License California #CA21923
 Registered Architect, License Connecticut #4530
 NCARB (National Council of Architectural Registration Boards) #39274.
 License available with other States through reciprocity with NCARB
 License available in other countries through Mutual Recognition Agreement (MRA), Practice in Host Nation Agreement (PHN), or Cooperation Agreement (CA) through reciprocity with NCARB. At this time covering more than 50 countries.

=MEMBERSHIPS=

American Institute of Architects (AIA)
 The International Union of Architects through reciprocity with the AIA (UIA)