



Ann Marie Allen

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3712 Ridge Pointe Loop

Albuquerque

New Mexico, 87111

SUMMARY

I bring over 32 years of Architectural Design, Entitlements and Construction Administration experience with retail, office, industrial, hospital and hospitality projects. In addition to managing several projects, I was responsible for scheduling 25 Commercial staff members, conducting employee reviews, writing proposals, reviewing drawings for quality assurance and extensive financial and budgeting responsibilities. I work in a team-oriented decision making process and possesses all the leadership skills necessary for a coordinated, quality effort.

SKILLS

- Revit 2017
- AutoCAD
- Word, Excel, Powerpoint, Microsoft Project
- Photoshop
- Sketch-Up
- Bluebeam
- OSHA 30
- Procore
- InDesign
- Specifications
- Training and mentoring
- Strong verbal and written communication skills
- Project management
- Performance evaluations

EXPERIENCE

Senior Project Manager

Albuquerque, NM

GCH Construction | Oct 2019 to March 2020

- Acted as Project Manager for two significant projects at the Veteran's Administration Hospital in Albuquerque, New Mexico
- Point of contact for senior leadership with executive decision-making procedures producing and reviewing RFIs, Change Orders, plans, and estimates
- Implemented and produced overall schedules, hosted Owner meetings and follow-up meetings to keep projects on time and within budget

Senior Associate

Albuquerque, NM

Buffalo Design Architects | Oct 2018 to Current

- Ensured on-time, under-budget project design completion from conception through construction by overseeing all phases including programming, schematic and design development, construction flow, estimating, bidding and construction management
- Aided senior leadership with executive decision-making processes by reviewing completed reports, plans, estimates and calculations for accuracy
- Interpreted and completed formal design intent and construction documentation

Senior Architect

Albuquerque, NM

Van Gilbert Architects | Apr 2018 to Jun 2018

- Fostered and maintained collaborative professional working relationship with project leadership team and client
- Acted as Project Manager for a number of small projects

Architectural Designer

Albuquerque, NM

Hewitt Zollars | Apr 2017 to Apr 2018

- Fostered and maintained collaborative professional working relationship with project leadership team and client
- Documented all design phases, including SD, DD and CD
- Mentored newly hired employees and interns by monitoring job progress and delegating tasks
- Executed optimal marketing strategies to achieve commercial goals for the Albuquerque market

Principal

Albuquerque, NM

Dekker/Perich/Sabatini | Jun 1999 to Dec 2016

- Fostered and maintained collaborative professional working relationship with project leadership team and client. Oversaw a team of 25 architects
- Maintained architectural construction documentation and drawings for each phase of fast-track projects
- Documented all design phases, including SD, DD, CD, BN and CA
- Managed and mentored junior employees on software and company design standards
- Collaborated with architects, engineers and customers to quickly resolve planning and construction issues on over numerous commercial projects
- Mentored newly hired employees and interns by monitoring job progress and delegating tasks

EDUCATION AND TRAINING

Bachelor of Architecture

Texas Tech University 1988

Lubbock, TX

ACTIVITIES AND HONORS

LEED Accredited Professional (LEED AP)

American Institute of Architects, Albuquerque Chapter, President, 2002

National Association of Industrial Office Properties (NAIOP),

Member Construction Specifications Institute (CSI)

Member Design Build Institute of America (DBIA)

Member Commercial Real Estate Women (CREW)

Member International Council of Shopping Centers (ICSC)

LICENSURE

Registered Architect, New Mexico #3852, California #C25332, Nevada #6134, Colorado #402045, Arizona #60091, NCARB

INTERESTS

Scuba Diving, Skiing and Painting

NOTABLE PROJECTS

VA Hospital, Legionella and Asbestos Removal Projects, Albuquerque, NM
Isleta Casino Center Bar Renovation and Food Court
ABQ Uptown, Retail Development, Albuquerque, NM
Albuquerque Film Studios, Mesa Del Sol, Albuquerque, NM
Hewlett Packard Office Building, Rio Rancho, NM
Emcore (Sol Aero) Phase IV & V, Albuquerque, NM
Blue Cross Blue Shield - Office Building, Albuquerque, NM
Hotel Albuquerque (Sheraton Old Town) Renovation, Albuquerque, NM
Hotel Albuquerque Ballroom Renovations
Hotel Albuquerque Chapel, Pavilion and Pool
Hotel Albuquerque Q Bar & Q Bar Expansion
Sandia Casino Amphitheater Renovation, Albuquerque, NM
El Camino Real International Heritage Center, Socorro, NM
Coors Pavilion, Rio Rancho, NM
Albuquerque Rapid Transit (ART)
Plaza at Enchanted Hills, Rio Rancho, NM
Farmington Pavilion, Farmington, NM
Ventura Place, Albuquerque, NM
Traders Joe's Bed Bath & Beyond
TJ Maxx
Best Buy
PetSmart
Orange Theory Fitness Studios
Plaza at San Mateo, Albuquerque, NM
Plaza at Unser Market, Rio Rancho, NM
Plaza Farmington, Farmington, NM
Plaza Santa Fe, Santa Fe, NM
Holly Plaza, Albuquerque, NM
Eclipse Aviation, Albuquerque, NM
Uptown Park Shopping Center, Albuquerque, NM
West Bluff Shopping Center, Albuquerque, NM
Rio Grande Credit Union, Albuquerque, NM
Sandia Labs Federal Credit Union, Albuquerque, NM
City of Farmington Municipal Office Complex Addition, Farmington, NM
Albuquerque Imaging Center Addition & Remodel, Albuquerque, NM
OPM Nightclub at Chino's, The Forum Shops, Caesar's Palace
Tillery Auto Dealership, Los Lunas, NM

Reliable Chevrolet, Albuquerque, NM

Galles & Davis Hummer Dealership, Albuquerque, NM