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MARTIN PHAM

SUMMARY

Motivated and ambitious problem-solver seeking Senior Job Captain position to further develop my 10 year career in Architecture. Prioritizes attention to detail, thoroughness, and efficiency. Energized by forming connections, learning from others, and embracing creativity. Thrives in collaborative environments, whether working independently or as part of a group. Adaptable and eager to contribute positively to shared goals.

EDUCATION SKILLS

Academy of Art University Accredited M.Arch	REVIT	
	AutoCAD	
	Bluebeam	
University of California Berkeley B.A. in Biology	Microsoft Word/ Excell/Outlook	
	ZOOM/TEAMS	

WORK HISTORY

Studio T-Square Architects
Oakland, CA
February 2019 - Present
Job Captain
Multi-Family Design

- Provide support for PM and Principals
- Prepare and present design concepts and updates to clients
- Lead and coordinate Revit/CAD files with design team and consultants
- Provide guidance and mentorship to junior staff
- Research and contact reps regarding products
- Assist new hires with company design standards and procedures
- Develop detailed construction drawings and specifications
- Ensure accuracy and compliance with building codes and regulations
- Review and conduct quality control checks throughout project life-cycle
- Assist in reviewing RFIs, submittals, and shop drawings to ensure they meet design intent

Dahlin Architects
Pleasanton, CA
May 2016 - Feb 2019
Designer
Single Family Design

- Specialized in single-family detached homes and townhome projects
- Extensive experience in Type V constructions
- Developed project with scopes often exceeding 40+ residential units
- Assisted project managers in preparing SD, DD, & CD submittal packages
- Participated in client meetings, planning commission meetings
- Observed project construction sites, frames-walks, and model homes
- Responded to email from clients, consultants, and contractors
- Assist new hires with company design standards and procedures

MBH Architects
Alameda, CA
April 2015 - May 2016
Designer
Retail Design

- Worked on retail development projects for the number one most profitable tech company in the world
- Delivered projects from concept SD, DD, CD, to CA
- Produced high quality retail design construction documents based on client prototypes
- Tracked and reviewed submittals/ RFIs
- Emailed submittals and RFIs to engineering consultants and general contractor

Alpha Design
Oakland, CA
November 2014- April 2015
Design Contractor
Renovations

- Assisted contractor with renovation projects for various residential and small commercial projects
- Prepared working floor plans, elevations, sections, and electrical plans
- Assisted in site survey and measurements
- Interacted with clients and managed work flow