

**VALARIE LYNN DAVIS R.A. AIA**

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**EMPLOYMENT HISTORY**

- 2014-Present     Owner/Principal Architect  
                      **Valarie L Davis Architect**  
                      Woodstown, NJ
- 2015-2016        Project Manager ( consultant)  
                      Registered Architect  
                      **Tevebaugh Associates**  
                      Wilmington, Del
- 2008- 2015       Project Manager  
                      Registered Architect  
                      **Bonnett Associates Incorporated**  
                      Eddystone, PA
- 2002-2008       Project Manager  
                      **Robbie Conley Architect**  
                      Woodbury Heights, NJ
- 1997-2002       Project Coordinator  
                      Oaklyn, NJ  
                      **Lawrence Medefindt AIA PC**

- Design New and Renovated layouts for educational facilities (elementary, middle and high schools);
- Design New and Renovated layouts for Emergency Rescue facilities ( Fire, Ems, State Police Barracks and Emergency management );
- Designed New Public Works Facility;
- Renovated County Animal Shelter;

**Management / Supervision**

- Directed recruitment and supervision for a staff of 8 employees.
- Trained, supervised and evaluated staff, coached improvement skills.
- Successfully refined and implemented new projects.
  
- Marketing conventions and display coordination.
- Building evaluations and deficiency reports.
- Programming, needs assessments and building evaluations.
- Manage and direct construction administration activities.
- Constant contact with owner from proposal to close out
- Direct, guide and manage the overall execution of all projects, assigns and develops the project team.
- Meeting with clients during all phases of project.
- Prepared of proposals, specifications and construction details.
- Prepared schedules and assigned technical personnel to projects to complete requirements.

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- Prepared weekly project status report.
- Attended weekly and bi-monthly construction meetings.
- Assisted and reviewed construction documents with technical staff.
- Maintained In-house Referenced Library and Scheduled In- House Learning Unit Seminars.

**Relevant Experience & Accomplishments**

- Formulated, wrote and implemented new employee orientation manuals.
- Coordinated and executed office drafting standards.
- Counseled architectural students on defining career and work related goals.
- Consulted owner on default contractor, helping owner obtain enough capital to complete project.
- Set and maintained work schedule for entire drafting studio.
- Assisted clients with Interior design development.

**PROFESSIONAL AFFILIATIONS**

LEED AP  
AIA of New Jersey  
Member of New Jersey Green Building Council  
Green Globes Professional  
Notary Public of the State of New Jersey

**EDUCATION**

Bachelor of Architecture, Drexel University, 2007

**PROFESSIONAL REGISTRATIONS**

New Jersey Register Architect  
Pennsylvania Register Architect  
NCARB Certified