

CHARITY A. RICHARDS

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OBJECTIVE:

To obtain a position as an integral part of a project team and expand my skills in architecture and design.

WORK EXPERIENCE:

Communications Consulting Group/Christopher Wzacny & Associates, Inc. June 2005-Present
Bingham Farms, MI

Designer

- Coordination with clients and engineers
- Train new employees
- Produce lease exhibits, zoning documents & construction documents for installation of wireless communications equipment
- Site planning and equipment layouts for wireless communications sites
- Produce Detroit wireless review zoning documents
- Successfully helped to expedite the MetroPCS Detroit build-out process of 300 sites
- Create client drawing standards for corporation
- Familiar with telecommunications materials and equipment

Rural Studio

Newbern, AL

August 2008-May 2009

Outreach Student

Part of three person team who designed and built house for the on-going 20k house project

- Construction Manager
 - Cost Estimator
 - Created build timeline
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Freelance Design

Cieszlak House

Design remodel of first floor of 1920's house

- Includes kitchen, bathroom, porch

Garth & Bonnie's House

Redesigned layout of existing Ranch style home

- Included addition of master suite, kitchen update, bathroom remodel

Jonny & Don Carter House

Redesigned exterior shell of existing tri-level home

- Researched exterior product options, made recommendations based on maintenance and longevity
- Prepared photo simulations of finished product for client

Mary Jones House

Redesigned kitchen in existing mobile home

EDUCATION:

Auburn University Rural Studio

Newbern, AL

August 2008-May 2009

Outreach Program, 20k House Project

Lawrence Technological University

Southfield, MI

August 2001-2005

Bachelor of Science in Architecture, graduated Cum Laude May 2005

ACHIEVEMENTS:

Published: *Metropolis Magazine* Life After Sambo

July 2009

Exhibited: *MoMA* Small Scale, Big Change

Sept. 2010-Jan. 2011

Licensed: Michigan Residential Builder's License #2101185031

July 2007

COMPUTER SKILLS:

AutoCAD 2012, Adobe Photoshop, Adobe Illustrator, Microsoft Office Suite

COURSES:

Building Systems - Investigated construction materials and practices.

Structures - Focused on structural steel and concrete design.

Environmental Controls - Researched lighting, HVAC, and sound.

Integrated Design Studios 1-4 - Architectural, urban, landscape, site, and structural design; lighting and interior design; site and building model construction, AutoCAD modeling.

Allied Design, Arch Design - Healthcare design with focus on interiors, theater design.

ACTIVITIES/SERVICE:

Habitat for Humanity-Volunteer

Destiny and Purpose Community Outreach-Created as-built floor plan for zoning approval

Redford Civic Symphony- Public relations coordinator, collateral design, created symphony website comp

Mercy Road Church-Graphic Design, Volunteer

Life Remodeled- Interior Design Team co-coordinator

REFERENCES:

Mr. Jeff Gage
Project Manager
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