

# **Irene Guillermety**

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111 N. Albany Ave. #14  
Tampa, Fl. 33606

(813) 317-7028  
ireneg81@gmail.com

## **Objective:**

My objective is to obtain a position with an established company where my education combined with my experience and talents will be a valuable asset to the organization and allow me to advance professionally.

## **Education:**

**University of Florida** **Gainesville, FL**  
**College of Design, Construction and Planning**  
*Bachelor of Design in Architecture, Spring 2005*

**Florida State University** **Tallahassee, FL**  
*Associates of Arts, Spring 2002*

## **Professional Profile:**

- Detail oriented with the ability to design various scales of architectural and interior spaces
- Ability to manage architectural and interior design projects
- Skilled at creating corporate marketing and advertising materials
- Possess strong presentation skills
- Able to build and maintain strong business relationships
- Demonstrate creative problem solving skills
- Capable of handling multiple assignments, working well in demanding environments, and meeting deadlines
- Collaborate well with design professionals such as engineers, contractors and vendors
- Effectively listen to clients needs in order to meet and exceed their expectations
- Exude enthusiasm and a positive attitude
- Personable with a strong work ethic
- Excellent communication and rapport building skills, demonstrated by ability to work with a variety of individuals
- Highly motivated self-starter who is organized and goal-oriented
- Posses the ability to anticipate and accommodate for client needs
- Proficient with Auto Cad, Adobe Photoshop, Corel Photoshop, Adobe Illustrator, Corel Paint, Power Point, Excel, MS Word and QuickBooks
- Skilled at model building, drafting, sketch rendering and photography

## **Professional Experience:**

**Ai Collaborative, Architecture + Interior Design** **Tampa, FL 2/07-1/09**  
**Formerly Alfonso Architects Interiors – Project Designer/ Marketing Coordinator**

- Project Manager and Designer for large and small scale commercial interior and architectural projects
- Created Construction Documents sets for various scopes of work including but not limited to: Ground up commercial buildings, Adaptive re-use, Interior build-

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outs, Interior remodels, ADA renovations of restrooms, stairs and parking,  
Custom furniture

- Ran marketing division
  - Created new marketing and advertising materials
  - Composed proposals and presentations for acquiring new large scale clients
  - **Designed winning submission to the AIA (American Institute of Architects) Tampa Architectural Design Awards 2008**
  - Developed office standards for in-office graphics
- Designed and Presented proposed exterior renovations to the Barrio Latino Commission (Ybor City's Historic Review)
- Conducted on-site walk throughs to verify construction has been appropriately executed, including subsequent follow-ups
- Developed Schematic Designs for prospective projects
- Ran Square Foot Calculations using BOMA Standards
- Responded to Building Review comments
- Selected and Presented finishes and design schemes to clients
- Designed custom signage and furniture for large corporations
- Oversaw and Coordinated Mechanical, Electrical, Plumbing and Structural Engineers
- Conducted meetings with clients, contractors, engineers and other designers
- Executed on-site field verification of existing building conditions

**Masterpiece Interiors – Architectural Detailer (Consulting)** Orlando, FL 10/06- 1/07

**Residential Remodels – Architectural Designer (Freelance)** Tampa, FL 8/06- 1/07

- Drafted architectural details in elevations, floor plans and ceiling plans with the use of Auto Cad 2000LT and 2006LT
- Assisted with furniture layouts and organization of spaces
- Inspected floor plans for potential revisions to interior layouts
- Collaborated with interior designers
- Designed new layouts and organization of spaces
- On-site supervisor of construction
- Selected fixtures, materials and finishes

**RO Architects + Planners – Architectural Designer** Miami, FL 5/06- 8/06

- Drafted architectural drawings such as floor plans, roof plans, site plans, elevations, sections and details with the use of Auto Cad
- Assisted in the submittal of applications for FEMA aid grants
- Verified existing on-site conditions and modified drawings accordingly
- Met with engineers and contractors

**University Of Florida COOP– Graphic Designer** Gainesville, FL 6/03- 5/05

- Produced, organized and displayed research findings in a graphic format
- Designed the layout of the 2004 Annual Report