

Lizbeth Guzman-Javalera

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Hamilton, ON

Previous duties & responsibilities:

- Participated & helped coordinate tendering stages.
- Edited facade design & selected architectural finishes/materials to reflect desired design aims.
- Set up designs from scratch on purchased land for feasibility & schematic design based on zoning by law research and site analysis as well as code requirements.
- Reviewed shop drawings for various items prior to & during construction.
- Coordinated Site Instructions with mill workers during construction.
- Coordinated electrical, and mechanical engineering and structural information into construction documents.
- Prepared permit packages of construction documents for tender and SPA packages for approvals.
- Prepared site analysis plans with all incoming site review information with engineering coordination.
- Developed marketing layouts for developments of high-density housing.
- Created design and space planning concepts by programming client needs based on requirements or brand prototypes.
- Detailed & developed conceptual schemes through selection and specification of materials for both interiors and exterior architecture and designed systems by following up with suppliers as necessary.
- Coordinated rendering teams to complete visuals and drawings when out of house.
- Prepared renders from Lumion/Revit to complete photo realistic images of design/space.
- Prepared construction document deliverable packages and provided design support for their execution at various stages.
- Prepared presentation materials and gathered client feedback in meetings to turn them into action items for changes.
- Managed deliverable schedules and coordinated or assigned work to support staff to meet deadlines.
- Communicated & Coordinated engineering systems including clash detection and modifications as necessary.
- Analyzed incoming information including responses to request for information and field reviews.
- Managed communications lines with all project stakeholders including for change orders, RFIs & submittals to clients/project managers
- Created and Selected material palettes for interior design and finish schedules for tender/pricing estimates.
- Prepared material take-off lists for budget/estimates.
- Wrote and reviewed specifications for construction with support from senior architect.
- Wrote code reports for multiple projects with some support from senior architect.
- Mentored Junior staff on architectural processes, workflows, time management and software proficiency.
- Prepared & coordinated all communications necessary to submit successful proposal responses for RFPs to win projects.
- Participated in AODA updates of public and private facilities and detailed interior elevations accordingly.
- Checked construction progress submissions by contractor & provided certificates of payment after careful review of actual work.
- Wrote detailed annotated construction notes in design build construction drawing packages.
- Developed & maintained a standard archiving system for the resource digital design library.