

# CATHERINE PUCCI KNIGHT

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## OBJECTIVE

Design professional with over 12 years' experience in the design and construction field with experience in residential, commercial, tenant upfit, office, restaurant, medical, education, worship, child-care and restoration projects. Interested in joining a vibrant architectural firm.

## SKILLS & ABILITIES

- **Adobe:** InDesign, Photoshop, Illustrator;
- **Autodesk:** AutoCAD, Impressions, Civil 3D
- **3D Modeling:** Sketch Up, Revit, Inventor, 3DS Max, Alias;
- **Microsoft:** PowerPoint, Word, Excel, Outlook

## EXPERIENCE

### **Architectural Associate, Childs Architecture**

2015 – present

*Greenville, SC*

- Scheduling initial consultation meetings, coordination of pricing from consultant engineers, preparation of proposal cover letters and AIA document contracts
- Preparing RFQ and SF330 forms for submittal for government and education projects
- Experience moving projects from pre-design to certificate of occupancy
- Preparation of construction documents, variance paperwork and permit applications for submittal to building and fire officials
- Preparation of bid documents for contractor selection
- Scheduling and preparation for client/contractor progress meetings
- Creation of meeting notes and distribution to design and construction team members
- Management of engineer consultants for construction document coordination
- Communication and coordination with contractors during construction
- Assisting clients with finish selection
- Preparation of marketing materials and coordination with architectural photographer
- Performing site investigation during pre-design and construction administration field visits with associated findings reports
- Software and hardware management of office computer equipment

### **Adjunct Instructor, ITT Technical College**

2012 – 2016

*Greenville, SC*

- Member of the drafting and design faculty in charge of educating students on professional standards and practices associated with the construction and manufacturing industries

- Focused on Autodesk and Adobe programs to develop in class skills and project development
- Chaperoned students on educational field trips around Greenville County while meeting the classroom objectives
- Prepared students for professional work environment with portfolio and resume creation
- Reviewed sustainable design objectives and LEED standards
- Created hands on learning opportunities for students to utilize classroom lessons
- Served as faculty advisor for ITT Design Club

**Construction Superintendent, Habitat for Humanity**

2012 – 2015

*Greenville County, SC*

- Oversaw work on new construction, weatherization, critical repair and rehab/recycle projects
- Ensured the safety and productivity of volunteers on site during weekend and weekday builds
- Site, material and tool preparation, maintenance and demonstrations for volunteer crews, fielded site questions, ensured compliance and understanding
- Monthly meetings with task leaders and quality assurance team members to discuss cohesive building standards for future and current builds
- Created and edited current and future build drawings
- Interacted with subcontractors and inspectors on a daily basis to maintain code compliant projects and an on-time project schedule

**Designer, CFP Designs**

2010 – present

*Various*

- Preparation of construction documents and presentation materials for various freelance projects including automotive repair shop, lake house expansion, office space renovation, residential interiors, pump and flow system diagrams
- Onsite measurements, sketching, client presentations and computer drafting
- Creation of custom event flyers, marketing material, t-shirt designs

**Technical Instructor, Architectural Foundation of San Francisco**

2011

*San Francisco, CA*

- Software instructor for youth development program: taught 18 students of varied backgrounds and skill levels Autodesk Revit, and 3DS Max and assisted them in the creation of housing studies in the Candlestick Point district which included a PowerPoint presentation, Revit models and walkthroughs along with a physical site model and neighborhood massing models

EDUCATION

**Savannah College of Art and Design – Savannah, GA – Master of Architecture**

- Graduation November 2010

**Savannah College of Art and Design – Savannah, GA – Master of Architecture**

- Graduation May 2008

## CERTIFICATIONS

- **NCARB Record # 820606**
- **SC Architecture Licensure** Anticipated February 2018
- **OSHA Competent Person Certification** Received Fall 2014
- **South Carolina Residential Builder Certification** Received Winter 2015
- **Studying for LEED Green Associate Exam** Anticipated Spring 2018

## PROFESSIONAL ORGANIZATIONS

- **AIA Member:** 2015-present
- **Women in Architecture of SC Upstate:**
  - o Chair-2017-present
- **Habitat Young Professionals:**
  - o Secretary-2016
  - o Advocacy Chair-2017
  - o President-present

## REFERENCES

**Available upon request**