

Douglas F. Gargaro
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San Diego, CA 92129
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Objective: Architectural License Candidate seeking an opportunity to contribute years of solid industry experience as an Architectural Project Manager or Job Captain. I am also available and qualified to serve in the capacity of an advanced CAD Designer, CAD Manager, or similar Production oriented position, if the opportunity and organization are well matched to my professional development goals.

Key Skills

- Experienced in taking projects from initial **schematic design** phase through **permit documents**, and into **construction administration**.
- Skilled at **permit processing** and **permit expedition** at the City of San Diego, City of Solana Beach, City of Encinitas, City of Carlsbad, and others.
- Strong **project coordination**, **project management**, and related organizational and communication skills. Includes significant experience attending weekly **contractor and sub-contractor on-site construction meetings** and site walks.
- **Strong Job Captain experience**, including coordination and generation of construction documents and details, in conjunction with project architect and/or designer, client, and consultants.
- Very comfortable with **client interaction and management**, as well as managing teams of consultants to bring a projects in **on schedule and on budget**.
- **17 years of drafting and CAD production**, ranging from low voltage electrical system design and layout, to MEP design, to architectural site plans, floor plans, reflected ceiling plans, sections, and construction details.
- **Advanced AutoCAD user** through version 2008. Includes strong working knowledge of advanced AutoCAD concepts including: xrefs, xclipping, viewports, paperspace / modelspace, and scale factor issues.
- Experience **training** staff and management in multiple CAD applications.
- Significant contributions to written development of office **CAD standards and guidelines**, in conjunction with input from management and staff.

Software:

- **AutoCAD r.10 through 2008**
- **Microstation V8.5-V8.X**
- **SketchUp**
- **Adobe Photoshop**
- **Adobe Illustrator**
- **Reprodesk**
- **Microsoft Project**
- **Microsoft Word**
- **Excel**
- **Other Business and Graphic Software**

Work Experience:

1CADSource

Job Captain

7720 Via Rossi, unit #4, San Diego, CA 92129
04/07-Present

Tait and Associates

Project Manager

9089 Clairemont Mesa Blvd. Ste. 300, San Diego, CA 92123
6/06-5/07

Withee Malcolm Architects

Job Captain, Contract Services

335 15th Street, San Diego, CA 92101
2/06-6/06

Public Architecture and Planning

Project Manager

4441 Park Blvd San Diego, CA 92116
9/05-2/06

Salerno Livingston Architects

Job Captain

363 5th Ave San Diego, CA 92101
9/03-9/05

Schmidt Scanlon Gordon Architects

Job Captain

600 B Street Ste. 1540, San Diego, CA 92101
5/03-9/03

HMC Architects

Job Captain

11682 El Camino Real, Ste. 300 San Diego, CA 92130
3/01-5/03

Smith Consulting Architects

CAD Drafter, Interior Design

12220 El Camino Real, Ste. 200 San Diego, CA 92130
5/00 – 3/01

Engineered Systems

Mechanical/Electrical/Plumbing Design and CAD Drafting

2150 W. Washington St # 308, San Diego, CA 92110
7/99 – 5/00

Construction Electronics Inc.

CAD Department Lead

13715 Stowe Dr., Poway, CA 92064
10/92-6/99

Education

- **B.Sc.** in Communications, San Diego State University, 1999
- **Architecture** and General Education at Cuyamaca College. 1987-90