



Alyssa Portz

architect, AIA

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Experience

Architect / Project Manager

February 2019 - Present
August 2013 - February 2019

Project Manager

Quigley Architects, Minneapolis, MN

- Developed and presented design concepts and details, including interior and exterior SketchUp models to help facilitate conversations and design decisions
- Communicated with clients regularly to keep them up to date on project status, pending decisions, and construction progress
- Assisted clients with interior selections, including tile, paint colors, counter tops, plumbing fixtures, lighting, flooring, and hardware.
- Managed multiple projects at once, with projects ranging in size from a 40 sq.ft. bathroom remodel to a 4,000 sq.ft. custom new home
- Developed cost estimates during schematic design to understand cost implications of program requirements and initial designs
- Researched products and materials to find best solution for the application
- Analyzed code and zoning requirements and met with city planners when dealing with atypical sites
- Supervised construction, facilitated site meetings, and responded to contractor requests for information
- Prepared drawings in AutoCAD from schematic design through construction documents, including plans, sections, elevations, and details
- Coordinated with structural engineers and integrated structure into drawings
- Organized successful variance submission documents per city requirements
- Facilitated bidding by assembling bid documents, answering questions from bidders, issuing addenda, and collecting and comparing submissions
- Designed firm marketing materials, print ads, and award submissions
- Designed and built firm website from scratch on the Wix platform

Graduate Assistant

Spring, 2013

Ball State University, Muncie, IN

Fall, 2011

- Worked with students to help them understand assignments and improve their work through desk crits, pin-up reviews, and one-on-one conversations
- Assisted professors prepare for class; including creating a large site map for a studio project and collecting student work for grading and documenting

Architectural Intern

Spring, 2012

Quigley Architects, Minneapolis, MN

Summer, 2011

- Designed built-in buffet for client's dining room based on inspiration photo
- Designed the schematic for 12' x 16' writing studio pavilion
- Modeled client's new home in SketchUp to help facilitate design decisions
- Visually altered home façade in Photoshop to present multiple exterior remodeling options to client
- Managed four remodeling projects ranging in size from 140 to 900 sq.ft., maintaining the selection forms, product samples, and contract documents for each project
- Drafted red line corrections to construction documents in AutoCAD
- Created and developed elevations and building sections based off the plan

Education

Master of Architecture - Ball State University

May 2013

Bachelor of Science in Architecture - University of Minnesota

May 2011

Skills

Proficient

AutoCAD, Google SketchUp, Adobe Photoshop, InDesign and Illustrator, Microsoft Office, Hand Drafting and Drawing, Model Building, Woodworking

Some Experience

Autodesk Revit