

April Simmons

Architectural and Interior Designer with a Project Management background

Nottingham, MD 21236

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Highly creative Architectural and Interior Designer with extensive experience in architectural plans drawing and 3D modeling, Skilled licensed tradeswoman in the areas of plumbing, flooring, and carpentry. Exceptional interpersonal, written, and verbal skills with a proficiency in relationship and team building. Dynamic and dedicated goal achiever who is highly performance and deadline driven. Professional and reliable self-starter who requires minimal supervision.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Project Manager and Designer

Kontractors LLC and CPI LLC Rehab Services - Nottingham, MD

July 2021 to Present

Manage commercial and residential construction projects to include:

- Consult with clients concerning their design requirements
- Produce architectural drawings and 3D design models for the client using Chief Architect and Revit software.
- Obtain building permits
- Maintain communication with clients, subcontractors, and site supervisors concerning project objectives
- Conduct weekly progress meetings.
- Produce preconstruction, weekly reports, posts construction, and closeout documents.
- Occasionally perform field duties as needed to include plumbing, flooring installs, and carpentry work.

Unemployed due to COVID-19

Atlantic Design Group, Inc. - Columbia, MD

April 2020 to July 2021

- Prepared bids ranging from 2 to 25m dollars for government projects stateside and overseas.
- Prepared bid requests to subcontractors
- Reviewed architectural plans for material takeoff.
- Assisted architects and engineers with projects as needed.
- Scheduled and set up Lunch and Learn meetings with commercial product manufacturers for the staff.
- Assisted project manager with scheduling of subcontractors for government projects.
- Scheduled and attend meetings for projects at the NSA.
- Created and maintain corporate manuals
- Maintained company records.

Project Coordinator

Atlantic Design Group, Inc. - Columbia, MD

September 2019 to April 2020

- Prepare bids ranging from 2 to 25m dollars for government projects stateside and overseas.
- Prepare bid requests to subcontractors
- Review architectural plans for material takeoff.
- Assist architects and engineers with projects as needed using Auto Cad software.
- Schedule and set up Lunch and Learn meetings with commercial product manufacturers for the staff.
- Assist project manager with scheduling of subcontractors for government projects.
- Schedule and attend meetings for projects at the NSA.
- Create and maintain corporate manuals
- Maintain company records.

Project Manager

Kontractors and CPI LLC - Reisterstown, MD

February 2017 to July 2019

- Consult with clients concerning their design requirements
- Produce architectural drawings and 3D design models for the client Using Chief Architect software.
- Obtain building permits
- Maintain communication with clients, subcontractors, and site supervisors concerning project objectives
- Conduct weekly progress meetings.
- Produce preconstruction, weekly reports, posts construction, and closeout documents.

Project Manager

InSite Builders, LLC - Bethesda, MD

November 2014 to February 2016

- Managed planning, budgeting, and scheduling of all construction projects.
- Safeguarded construction sites by enforcing a clean- up and equipment safety policy
- Performing site inspections and coordinated post-construction audits.
- Performed material take-off and ensured that all construction materials were delivered and available to the subcontractors at job start.

Construction Project Manager/Program Director

Means for Life, Inc - Baltimore, MD

June 2013 to November 2014

Improvement Solutions

- Designed and implemented program directives, managed the intake process, and maintained client case files.
- Obtained program funding by assisting Sr. Project Manager with bidding new jobs and grant writing.
- Lead planning and direction of construction projects.
- Reviewed Proposed Change Order Requests (PCOR) and processed of RFI's.

Project Manager/ Network Administrator

The Disability Law Center of Robert S. Piazza - Parkville, MD

September 2006 to December 2009

- Managed office relocation, achieving a nearly seamless transition.
- Streamlined business processes and redesigned office network.

- Prepared contracts, budgets, construction schedules, and obtained building permits.
- Maintained office network, security protocols, and server maintenance.

Education

Master of Business Administration in Business Administration

Keller Graduate School of Management - Chicago, IL

June 2009 to June 2013

Bachelor's in Business Administration

Strayer University - White Marsh, MD

June 2004 to June 2008

Skills

- Microsoft project
- Project design
- Microsoft office
- Project Coordination
- Network Protocols
- Network Administration
- Computer Networking
- Microsoft Windows
- TCP/IP
- LAN
- Operating Systems
- Active Directory
- System Administration
- Technical Support
- VPN
- WAN
- Microsoft Windows Server

Languages

- English - Fluent
- Spanish - Intermediate
- German - Intermediate

Certifications and Licenses

Certified Renovator

June 2015 to September 2020

Certified renovators are responsible for ensuring overall compliance with the Lead-Based Paint Renovation, Repair, and Painting Program's requirements for lead-safe work practices at renovations they are assigned. and applies to remodelers, painters, maintenance personnel, and any other workers removing or modifying painted surfaces in pre-1978 housing and in pre-1978 child-occupied facilities. Students will learn how to comply with the EPA Renovation, Repair and Painting Rule and the HUD Lead Safe Housing Rule. Renovators work safely with lead-based paint, and how to perform lead-safe work practices safely and effectively during renovation, repair and painting projects.

Licensed Plumber

October 2020 to October 2022

Licensed Apprentice Plumber and Gas Fitter

Assessments

Management & leadership skills: Impact & influence — Proficient

December 2018

Measures a candidate's ability to adapt their leadership style to accomplish goals using rational or emotional appeal.

Full results: [Proficient](#)

Verbal communication — Highly Proficient

December 2018

Measures a candidate's ability to effectively convey information when speaking.

Full results: [Highly Proficient](#)

Management & leadership skills: Planning & execution — Proficient

December 2018

Measures a candidate's ability to effectively plan and manage resources to accomplish organizational goals.

Full results: [Proficient](#)

Written communication — Proficient

December 2018

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Proficient](#)

Accounting skills: Bookkeeping — Proficient

December 2018

Measures a candidate's ability to calculate and determine the accuracy of financial data.

Full results: [Proficient](#)

Principles of accounting — Familiar

December 2018

Measures a candidate's ability to prepare financial records according to federal policies.

Full results: [Familiar](#)

Scheduling — Highly Proficient

December 2018

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Highly Proficient](#)

Project management skills: Budgeting — Familiar

December 2018

Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources.

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Groups

National Association of Professional Women

April 2009 to Present

The National Association of Professional Women (NAPW) is the largest and most recognized network of female executives, professionals, and entrepreneurs in the United States. Our membership consists of more than 200,000 women seeking greater opportunities to fulfill their professional and personal goals.

National Association of Women in Construction

March 2018 to Present

The National Association of Women in Construction is a network for women in the field of construction.