

# ARTUR GROCHOWSKI

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## PROFESSIONAL EXPERIENCE

Building an intense ability to focus & a tenacity to solve design problems

**2014 – PRES SERA ARCHITECTS** – Associate, Sr. Job Captain; Portland, OR & Oakland, CA; 150 people

Significant experience in a variety of project types & scales ranging from affordable housing, 200+unit multi-family projects, & small urban infill, to urban design layouts, test-fits, massing studies, & early design.

LEADER – Outlook, meeting minutes, Google Sheets, public speaking

- **Mentor** & lead teams, organizing roles to allow growth for all team members
- Run meetings of all types – OAC, design-build team, consultant, team, etc.
- Chair committees organizing staff for events, competitions, & office initiatives

DESIGNER – Hand rendering, Ai, Ps, Id, Sketchup, Enscape

- Study early test-fits of site layouts & residential unit mixes assisting clients with developing proformas
- **Explore & iterate concepts** utilizing hand & digital renderings for a variety of project types
- Develop design review & other entitlement packages, & also present at smaller community meetings
- Directly work with client to design residential units per ANSI & FHA requirements

DRAFTER – Speclink, MS Office, Advanced Revit

- Manage & **develop contract documents** from Schematic Design through Construction Administration
- Work with local jurisdictions to develop code paths for projects, with guidance from senior staff on larger projects
- Research & specify products during project development
- Coordinate with internal & external consultants to develop various project scopes

CONSTRUCTION ADMINISTRATOR – Bluebeam, ProCore, Newforma

- Perform field observations and other tasks per the contract, specifications, & drawings
- Respond to RFIs, review submittals, issue bulletins & addendums, & review pay applications & change orders
- **Manage risk** & represent SERA while managing relationships between owner, contractor, & architect
- Compose and discuss additional services with the client directly

**2008 – 2014 RICHARD SELTZER DESIGNS** – Project Manager; Los Angeles & San Francisco, CA; 3 people

Custom, modern home design; ranging from intricate veneer layups & glass stair conception, to spatial organization, skin detailing, & complex furniture design; all based upon detail driven obsession & commitment to perfect craftsmanship.

VISUALIZER – Rhino, SketchUp, Vray, Acad, Revit

- 3D modeling, **concept renderings**, & client visualization
- Construction documents for permitting & building purposes
- Shop drawings for intricately folding, precision book-matched cabinetry

FIRM MANAGER – Win, Mac, Android, Excel, Word

- Preparing for & meeting with client throughout project process
- Management of contracts, insurance forms, billing, & other **firm operations**
- Construction administration, including sub-contractor coordination & supervision

BUSINESS DEVELOPER – Ai, Ps, Id, PHP, MySQL, JS, CSS, Nikon, Canon

- Code, design, & implementation of website, mobile experience, & social media presence
- Copy & design for business card, letterhead, advertising, & home tour postcards
- Project photography, **composition** & execution

## EDUCATION

Developing a team-based foundation for design

**2018 LICENSED ARCHITECT IN OREGON**

**2009 LEGACY LEED ACCREDITED PROFESSIONAL**

**2005 – 2010 BACHELOR OF ARCHITECTURE** – Woodbury University, Burbank, CA

*References provided upon request. Portfolio available at [www.argworx.com](http://www.argworx.com)*