

Paul Sarantes

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Professional Summary:

I am an enthusiastic and devoted professional with extensive background as a Partner & Senior Management for over 26 years including Project Management, Department | Team Leading, Staff Mentoring, and Design experience in ground up architecture and commercial interior architecture. I am an exceptional leader who can manage Staff, Project Teams, Projects, and Client Relationships from a project conception to its successful completion while also consistently developing and motivating others to surpass targeted goals and timelines. My experience includes overseeing and instrumental daily management and profitability of the company.

Skills:

- 26+ years of Team Leading and Project Management for New-Build-Gound-Up and Tenant | Interior Improvement Projects including Commercial Retail, Medical, Hospitality, Casino, Restaurant, Financial Institution, Office, Federal | Military Installations, Industrial, and High-Tech Manufacturing Project Design, Project Documentation, Bid Coordination, Client, Consultant and Municipality Relations.
- Marketing and Proposal Writing
- Design Development (Architecture & Interior Architecture), Facility Programming, Construction Documents, Material Research & Selections, Specifications, FFE Selections and Procurement.
- Project and Construction Management
- Project Estimating, Budgeting and Client Invoicing
- Extensive Building Code, Permitting knowledge and experience.
- Entitlement / Municipality Design Review Board/ Planning Department Presentation
- Project Site Survey/ Construction Administration/ Investigations and Reporting
- Microsoft Office (Project, Excel, Word, PowerPoint, Publisher, and Outlook)
- PROCORE
- AutoCAD

Employment History:

Partner

Archicon Architecture and Interiors, L.C. – Phoenix, AZ

06/1997 – present

- Daily Management and oversight of Projects, Clients, and Staff/Project Teams.
- Project Design, Development & Construction Documents.
- Organize, supervise, and mentor Project Teams throughout each project.
- Create and track project budgets, proposals, and schedules.
- Perform detailed Design, Construction Documents, Quality Control/ Quality Assurance Reviews of projects and Construction Administration.
- Coordinate and track each employee's individual and Team goals.
- Marketing, Proposal Writing, Client Relations, and Consultant Negotiations.
- Overseeing the daily management and profitability of the company.

Director of Design and Project Manager

05/1995-06/1997

AMPI Inc. – Scottsdale, AZ

- Daily Management, Client Relations, Consultant & Project Coordination.
- Development and Supervision of Project Design and Construction Documents.
- Create and track project budgets, proposals, and schedules.
- Perform detailed Design, Construction Quality Control/ Quality Assurance Reviews and Construction Administration of projects.

Project Designer and Project Manager

01/1990-05/1995

Mathews Kessler and Associates – Phoenix, AZ

- Daily Management of Projects, Client Relationships, and Consultant Coordination.
- Perform detailed Quality Control/ Quality Assurance Reviews of each project.
- Project Design, Construction Documentation, Consultant & Municipality Coordination, Construction Administration.
- Track project monthly billings and revenue, issue Consultant Work Authorizations, request/ coordinate proposals from vendors, issue Additional Service Authorizations, review /approve vendor invoices, and respond to Information Requests.
- Create and track project budgets, proposals, and schedules.

Project Designer and Facility Programmer

04/1988-01/1990

Anderson DeBartolo Pan, Inc. - Phoenix | Tucson, AZ

- Project Facility Programmer (Client Relationships), Developer and Research Coordination of Design Documents.
- Organize, Coordinate, and Support Project Teams throughout each project.
- Project Design and Construction Documentation.
- Perform detailed Design and Construction Quality Assurance and Quality Control reviews of projects.
- Track project monthly billings and revenue, issue Consultant Work Authorizations, request and coordinate proposals from vendors, issue Additional Service Authorizations, review and approve vendor invoices, and respond to Requests for Information.

Project Designer and Job Captain

05/1986-04/1988

Ganos and Associates Architecture, Inc.

- Design and Developed Projects from Conception through Completion.
- Supervised, Mentored, and delegated tasks throughout each project.
- Client, and Municipality Relations.
- Perform detailed Quality Assurance and Quality Control reviews of projects.
- Project Design, Consultant Coordination and Construction Documentation Assembly.

Education & Affiliations

Bachelor of Architecture and Design | Minor Interior Architecture: Arizona State University – Tempe, AZ

NCIDQ Certification: 011779

Southwest Chapter of American Society of Interior Design: Board Member 2004-2006

NEWH (Hospitality Network) - Arizona

State of Arizona | Notary: Maricopa County

Boutique Design Magazine: Contributor Writer

Sherwin William Paints | Stir Magazine: Contributor Writer

PSMJ: Project Management Training (Virtual)

PROCORE: Project Management