

# MANDY MILLS

NCARB, LEED AP BD+C  
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## INTRODUCTION

**Architect** with 9+ years of wide-ranging experience pursuing new challenges.

## LICENSES + CERTIFICATIONS



**NCARB Certified, 96386**

Oct 2019 – Present

Issued by National Council of Architectural Registration Boards (NCARB)



**Licensed Architect, AR100242**

June 2019 – Present

Issued by Florida Department of Business and Professional Regulation



**LEED AP BD+C, 10383748**

May 2015 – Present

Issued by Green Business Certification, Inc

## EXPERIENCE

**Architect, Self-Employed / Independent Contractor**

Dec 2020 – Present

*Schulstraße 9, Glan-Münchweiler, DE*

*\$50 per hour. 10-40 hours per week, intermittent/dependent upon contract*

- Perform professional architectural services for construction and planning projects under independent contractor agreements
- Develop proposals and presentations which generate new work opportunities for myself and other independent businesses, such as *Nelson Design Collaborative*
- Provide advisory services on problems, conditions, programs, and functions related to architecture and planning to a broad customer base
- Research, consult, and apply design standards, industry codes and techniques
- Apply professional knowledge of architecture/planning concepts, principles, practices, standards, methods, and techniques to effectively apply theories, principles, and concepts to a range of projects including space management, planning, and optimization programs
- Prepare and present diagrams, sketches, space-planning documents and construction drawings to ownership and local jurisdictions for approval
- Draw on knowledge to gather and analyze facts, draw conclusions, and devise solutions to complex planning problems
- Ensure consultant compliance with schedules, plans, specifications, and submittals

## EXPERIENCE CONTINUED

- Document contractual proceedings to meet government regulations
- Employ ability to organize, divide, and distribute portions of work to other professional and expert personnel in order to complete large and complex planning projects and resolve complex planning issues
- Utilize skill in communicating orally and in writing with clarity, conciseness, and persuasiveness; and the ability to relate the effect of planning decisions on the goals of a project

*Notable Project: 245 North Arlington, Reno, NV*

- **Lead Design Architect** for the first ground-up housing development in Reno's Neon Line District, a 74,000 square foot, 60-unit apartment building

*Reference: Ethan Nelson, Nelson Design Collaborative (702) 523-2807.*

*Okay to contact, yes.*

### **Architect/Architectural Designer, Denton House Nevada**

April 2018 – Sept 2019

*1980 Festival Plaza Drive, Suite 480, Las Vegas, NV*

*\$80,000 per year, 40 hours per week*

- Develop exterior conceptual designs and 3D models for high-end/high-caliber hospitality and residential projects in the U.S. and Mexico
- Prepare interior design contract documents for building contractors including millwork, selected finishes, and construction details
- Analyze reports, contractor prepared plans, procedures and schedules, payment requests in order to determine appropriate action
- Calculate gross square footage of facility space in accordance with standards and methods
- Develop and test production processes, and help to implement them companywide increasing efficiency and ease pressure on personnel
- Direct and mentor two junior architectural designers, ensure quality management
- Collect, analyze and represent project data utilizing industry specific project tracking and data management software programs

*Notable Project: Clubhouse at the Summit, Las Vegas, NV*

**Architectural Designer** Produce schematic and design development drawings, in collaboration with several disciplines, for 150,000 square foot amenity facility

*Supervisor: Christopher Savage (702) 586-6776.*

*Okay to contact, yes.*

## EXPERIENCE CONTINUED

### **Project Planner, Steelman Partners, LLP**

July 2014 – March 2018

*3330 West Desert Inn Road, Las Vegas, NV*

*\$70,000 per year, 50 hours per week*

- Participate in the master-planning and conceptual design of over 120 hospitality projects in twenty-five countries, touching an average of six projects per week
- Projects range in size and scope from single hotel room prototypes to multi-phase 1,000,000+ square foot integrated resorts as well as theme parks, waterparks, gaming, retail, mixed use, cultural, housing, entertainment districts, parking structures, marinas and airports
- Research and consult various local, national, host nation, and international building regulations to ensure project compliance
- Work closely with CEO, architects, 3D artists, branding and graphics departments across three continents and multiple time zones and provide advisory services on problems, conditions, programs, and functions to a broad customer base
- Make use of a combination of hand-drawing and software tools to create project winning plans, graphics, diagrams, presentations and other deliverables
- Create in-depth area take-off charts and statistics for space planning and revenue projection purposes, both quantitative and visual space plans

*Notable Project: Circa Resort & Casino, Las Vegas, NV*

**Project Planner** and **Concept Designer** of pool deck and world's largest sports book for the thirty-five story, 512 room, 1.2 million square foot property, the first ground-up casino in Downtown Las Vegas in over 40 years

*Supervisor: William Cunningham (702) 466-0121.*

*Okay to contact, yes.*

### **Architectural Illustrator, Floor Plan Marketing** (now CartoBlue)

July 2013 – Mar 2014

*4300 Legendary Drive, Suite 214, Destin, FL*

*\$35,000 per year, 40 hours per week*

- Produce clear and effective architectural illustrations for vacation rental companies, developers, real estate sellers, and architects
- Utilize field survey technology and Geographic Information System (GIS) to measure real property
- Document and illustrate real property using Computer Aided Design and Drafting (CADD) applications such as AutoCAD and Revit
- Products range from interactive 2D and 3D floor plans to interior and exterior architectural renderings to site plans and community maps

*Supervisor: Ortal Shaya (954)804-9421.*

*Okay to contact, yes.*

## EDUCATION



**Miami University, Master of Architecture (M. Arch)**  
**Magna Cum Laude** – GPA 3.66 of a maximum 4.0

May 2009

- Mobile Italy Traveling Studio, Teaching Assistant, 2009
- Drawing From / Building On: the Southwest, Traveling Studio Participant, 2008
- Experience China, Traveling Studio Participant, 2007
- Warren + Nancy Howard Memorial Scholarship, 2007-2008
- Rudolph Frankel Memorial Award for Urban Design, 2006-2007



**Clemson University, Bachelor of Landscape Architecture**  
**Magna Cum Laude** – GPA 3.76 of a maximum 4.0

May 2006

- Daniel Center for Building Research and Urban Studies, Genoa Italy, Resident, 2005
- Fallingwater/Western PA Conservancy, Landscape Architecture Intern, 2005
- American Society of Landscape Architecture (ASLA), Award of Merit, 2005
- *Contract Magazine*, Healthcare Environment Award, 1st Place  
*Team: Allen Buie and Emily Bland, 2005*
- Janet Darling Webel Prize for Excellence in Design, 2005

## SKILLS & ABILITIES

### Technology/Software:

- Autodesk AutoCAD, 2001-present
- Autodesk Revit, 2006-present
- Trimble SketchUp (Google), 2006-present
- Adobe Creative Suite: InDesign, Illustrator, Photoshop, Acrobat, 1997-present
- Microsoft Office: Excel, Word, PowerPoint, Outlook, 1997-present
- Also used: esri ArcGIS, Google Earth, Citrix ShareFile, Microsoft Project

### Soft Skills:

- Effective communicator:
  - Visually: hand sketches, diagrams, and computer-aided-drawings
  - Orally: presentations, meetings and by phone
  - Written: e-mail, meeting minutes, reports, and other documentation
- Creative and critical thinker able to solve problems and facilitate progress
- Team player and strong collaborator
- Comfortable speaker, be it to higher management and important clients as well as less experience colleagues
- Ability to assimilate information, updated technical knowledge, and ability to think ahead
- Ability to plan, prioritize and accomplish multiple tasks independently and within established time frames
- Highly adaptable, fast, and independent learner