

# LOUISA VOTAVA

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## EDUCATION

Barnard College, Columbia University, New York, NY, September 2004 – May 2006

- + Bachelor of Arts in Architecture
- + Graduated Magna Cum Laude
- + Departmental Honors

New York University, New York, NY, September 2001 – May 2003

- + Architecture and Urban Design Major
- + Semester abroad in Florence, Italy

## EXPERIENCE

Leslie Architects, Wakefield, RI, June 2010 – February 2020, Project manager

- + Collaborate daily with principals in project management, design process, and construction administration
- + Document site conditions, identify design constraints, and determine required regulatory permits
- + Coordinate with client and general contractor through meetings, conference calls, site visits, and emails
- + Identify design and construction issues. Determine potential solutions with principals, client, and contractor
- + Prepare construction documents: site plans, floor plans, foundation and framing plans, exterior elevations, sections, electrical plans, and interior elevations from principal's sketches or list of programmatic requirements. Specify doors, windows, plumbing, and light fixtures.
- + Size lumber with StruCalc.
- + Calculate energy loss with REScheck.
- + Complete applications for Building Departments, Zoning Boards, Historic District Commissions, CRMC, and Planning Boards.
- + Preparation of materials for presentations to potential clients, social media, marketing, and web design

Andreozzi Architects, Barrington, RI, April 2008 – October 2008, Architectural Intern

- + Prepare construction documents: site plans, floor plans, foundation and framing plans, exterior elevations, sections, electrical plans, and interior elevations from principal's sketches or list of programmatic requirements. Specify doors, windows, plumbing, and light fixtures.

Forge Worldwide, Jamestown, RI, October 2007 – February 2008, Production Designer

- + Lay out and format new and/or existing assignments. Edit photos. Prepare ad resizes according to media specifications. Prepare design comps and prepared boards for client presentations. Convert design layouts/files into production ready files.

Taste Design, Jamestown, RI, February 2007 – April 2008, Production Designer

- + Assist with schematic designs and web site development. Research materials. Prepare client presentations. Review budgets and performed research where necessary.

## SKILLS

- + Proficient with Windows and Apple platforms: AutoCAD, Sketchup, Microsoft Office, Adobe Photoshop, Illustrator and InDesign. Ability to learn programs quickly.
- + Strong writing and verbal skills.