

Alec Woletz

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201-566-3400

613 Red Oak Drive

River Vale, NJ 07675

Education

New Jersey Institute of Technology 2006 - 2011

Bachelor of Architecture

Merit-based full scholarship

Study abroad in Denmark and Italy

Technical Skills

AutoCAD, Photoshop, Sketchup, Revit, Illustrator, Microsoft Excel, Hand sketching, Perspective drawings, Precise model making

Current Employment

Charles & Co Design Studio New York, NY January 2017 - Present

Interior Architect

High-End Residential, Commercial Office, Hospitality

Furniture + finish plans, coordination with owner, manufacturer, engineers, and GC, lighting + electrical plans, interior elevations, sketch renderings

Recent Employment

SSP Architectural Group Bridgewater, NJ April 2013 - August 2015

Designer

K-12 Education, Commercial Office, Master Planning, Higher Ed, Roofing, Healthcare

Featured Projects

Asbury Graphite Mills HQ Asbury, NJ 7,300 SF \$2 million

Office Addition, Renovation, + Adaptive Reuse

- Addition to 1895 historic house, conversion to office, and connection to existing HQ
- Developed project through CD phase, bidding, CA phase, and completion
- Detailing, materials research, codes/ADA research and compliance
- Coordination with owner, engineers, GC, and manufacturers
- Participated in design + construction meetings, represented SSP at several meetings
- Reviewed + approved submittals/shop drawings, reviewed + answered RFI's
- Clarification sketches, sitewalks, prepared punchlist

9 Capital Improvement Projects for Middlesex County Vocational & Technical Schools

East Brunswick, NJ 250,000 SF \$9 million

Classroom Alterations, Roof Replacements, HVAC + Lighting Upgrades, Generator Replacement, Parking Lot Repaving, Building Envelope Improvements

- At owner's request, projects were separated for multiple public bids
- Coordination with owner, CM, and engineers to manage concurrent projects + GC's
- Developed construction documents for each project, specifications for several projects
- Bidding documents + addenda, attended pre-bid meetings and bid openings
- Participated in construction meetings, reviewed + approved submittals/shop drawings, reviewed + answered RFI's, clarification sketches, sitewalks, field reports, reviewed change order proposals + payment applications

Further Employment

CTS Group Chatham, NJ March 2012 - April 2013

Junior Architect

Historic Preservation, Post Offices, Commercial Retail, Religious

Construction documents, schematic design drafting, existing conditions, site surveys, competition board design

The Montoro Architectural Group Saddle River, NJ 2007 - April 2013

Junior Architect + Intern

Residential Homes, Commercial Retail

Construction documents, schematic design drafting, renderings, site surveys, existing conditions, prepared RFP's

IDP/AXP + ARE

IDP/AXP complete, 4 of 7 Exams passed: SD, CDS, PPP, SPD

Online Portfolio

www.alecwoletz.com