

Leonard J. Melish Jr.

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SUMMARY

Architectural Designer and Project Manager with experience in Retail, Commercial and Residential design and development. Responsible for multiple projects and tasks involved in project management including client and consultant relations, sales and contract execution, team management and coordination, design development and documentation, construction management, budgeting, materials procurement, and retail leasing. Maintained schedules, completing projects on time and budget.

EXPERIENCE

Signature Kitchens and Baths of Sarasota, Sarasota, FL 2008 - Present

Design, Sales, and Project Management

Responsible for sales, design, installation and construction management for high end residential design showroom and general contractor specializing in complete home, kitchen, bathroom, and custom cabinetry remodeling projects. Consulted with clients to determine scope of project, develop budgets, create designs and generate construction/installation documents, specify products and materials, coordinate material orders, and oversee project management.

- Designed, sold, and managed multiple projects valued at \$750,000.00 per year. Individual sales valued between \$35K - \$150K.

Cabinet Solutions, Sarasota, FL 2003 - 2008

Design, Sales, and Project Management

Responsible for sales, design, and installation for full service kitchen, bath, and custom cabinet showroom. Consulted with clients to determine project scope, budgets, schedules, and material specifications. Developed design concepts and documentation. Coordinated purchase orders of materials, scheduled manufacturing processes, supervised custom cabinet shop fabrication, and ensured adherence to specifications. Managed projects from conception to final installation and completion. Acted as general manager during owner's absences.

- Successfully designed, sold, and managed more than 200 kitchen/bath and custom cabinet projects, with annual sales averaging \$400,000.00/ year.

Self Employed, Sarasota, FL 2001 - 2003

Architectural and Interior Designer

Specialized in residential remodeling projects. Tasks included developing designs, specifications, and finishes for interior, exterior, and landscaping improvements. Executed project bidding, contract negotiation, and construction management.

GAP Inc., San Francisco, CA 1997 - 2001

Director of Store Design

For GAP U.S. Division. Directed design team in developing store layouts and feasibility studies for all retail concepts and site locations. Presented completed designs to secure executive approval for implementation. Participated with interdepartmental colleagues in developing new prototype store designs, and provided value engineering to reduce build out costs, develop budget estimates, and facilitate adaptability to actual site locations. Partnered with Real Estate Leasing Division executives in evaluating proposed new store locations, along with reviewing all leases, schedule B's and C's for potential exposures for landlord negotiation. Additional tasks included scheduling projects for execution, evaluating staffing requirements, recruiting and interviewing potential candidates, hiring, and training coordination. Counseled direct reports in developing career growth goals and attainment benchmarks, along with executing yearly performance reviews.

- Managed department responsible for the design of 150 new and 250 remodeled stores per year.

Eddie Bauer Inc., Redmond, WA

1991 - 1997

Project Design Manager

Responsible for developing store designs for multiple merchandising concepts and location types in the Real Estate and Store Development Division. Managed architectural, structural, mechanical, and electrical consultants in generating construction documents. Teamed with Purchasing and Construction Managers to procure materials and oversee build out of stores.

- Oversaw design and construction of 60+ new and remodeled stores per year.

Self Employed, Seattle, WA

1989 - 1991

Project Design Consultant

Acted as advisor to retail, office, and specialty developers for proposed projects. Services included feasibility studies, site planning, developing tenant design criteria's, tenant coordination, and construction management.

- Researched and documented Regional U.S. Mall Design Standards Detail Guidebook for Canadian Retail Developer expanding into the U.S market.

The Rouse Company, Columbia, MD

1985 - 1989

Tenant Design and Construction Manager

Responsible for tenant and base building design and construction for retail and mixed use developments throughout the United States. Reviewed proposed tenant store designs for conformity to landlord's design criteria's, and coordinated build out with tenant contractors. Coordinated design and construction activities for project team including leasing, construction, mall management, and marketing, along with base building architects, graphic designers, and contractors.

- Reviewed and guided an average of 180 tenants per mall through the tenant design and construction coordination process from initial contact to mall and store opening.

EDUCATION

Massachusetts College of Art and Design, Boston, MA

1981

B.F.A. in Architectural Design

Boston Architectural Center, Boston, MA

1981

Additional architectural coursework

ADDITIONAL SKILLS

- MS Office
- Proficient in Cabnetware and 2020 Kitchen and Bath design computer software.
- Professional experience in preparing design documents for construction and bidding for Retail, Commercial, and Residential projects, including architectural, electrical, mechanical, structural, civil engineering, and specification components.

TRAINING

- National Kitchen and Bath Association. Ongoing training classes to maintain Kitchen Design Certification
- Continuing Management Education - GAP Inc., 1997 - 2000. Ongoing corporate culture training in departmental and direct report supervision, interdepartmental relations, in addition to task, meeting, and time management coordination.

LICENSES

- Certified Kitchen Designer (C.K.D.) - National Kitchen and Bath Association , 2008
- Certified Bath Designer (C.B.D.) - National Kitchen and Bath Association, 2009. Candidate for certification in March 2010.
- Certified Aging in Place Specialist (C.A.P.S.) - National Association of Home Builders (N.A.H.B.), 2008. Specialize in the design of new or adapting existing residential spaces to create fully accessible environments for handicapped and / or physically challenged persons of all ages.

AFFILIATIONS

- Member - National Kitchen and Bath Association, 2003 - 2009. Current ongoing member for association that governs design and professional standards for the Kitchen and Bath industry.
- V.P. of Professional Development - National Kitchen and Bath Association, 2006 - 2008. Served as V.P. of Professional Development for the Central Florida Chapter of the National Kitchen and Bath Association. Mentored chapter members and candidates studying for Kitchen and Bath design certification and sitting for these exams.
- Secretary - National Kitchen and Bath Association, 2003 - 2004. Acted as Secretary for the Central Florida Chapter of the National Kitchen and Bath Association, documenting all board and general meeting minutes.

References available upon request

Open to relocation