

# Melissa Middleton

AIA, MBA, LEED AP, NCARB

## Academics

<u>Auburn University</u>	
Bachelor of Architecture	June 2002
Bachelor of Environmental Design	June 2002
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<u>Auburn University Montgomery</u>	
Master of Business Administration	August 2006

## Certifications

Registered Architect	June 2010
LEED Accredited Professional	February 2008

## Professional Development

2010 AIA National Convention - Miami  
2009 AIA National Convention - San Francisco  
2009 AIA South Atlantic Regional Convention Greenville, South Carolina  
2007 AIA South Atlantic Regional Convention Chattanooga, Tennessee  
AutoDesk Revit Training Courses (Fundamentals, Intermediate, Advanced) – Repro Products  
Successful Project Management & Management Info. Systems (24 hr) – Auburn University Montgomery  
Microsoft Access Database course – Maxwell AFB

## Skills

Autodesk: AutoCAD, Architectural Desktop, Architecture and Revit  
Adobe Creative Suite: PhotoShop, PageMaker and Acrobat  
Microsoft Office: Word, Excel, PowerPoint and Access

## Experience

The Epsten Group   Contracted LEED Reviewer	07/09-10/09
429 Edgewood Avenue; Atlanta, GA 30312   Dagmar Epsten	404.577.0370
<ul style="list-style-type: none"><li>• Responsible for reviewing approximately <b>50</b> architectural projects for LEED compliance for the USGBC/GBCI. Projects included core and shell, commercial interiors and new construction. Project sizes ranged from single story renovation projects to multiple building campus projects.</li></ul>	
Gardner Spencer Smith Tench & Jarbeau   Intern Architect	02/07-02/09
127 Peachtree Street NE, Suite 1020; Atlanta, GA 30303   Renee Jarbeau, RA	404.522.8805
<ul style="list-style-type: none"><li>• Managed and coordinated the design and construction document phase of the <b>7,000 s.f., \$1M</b> Lumpkin County Health Department.</li><li>• Team Member managing the construction administration phase of South Fulton High School, with a cost of construction of approximately <b>\$58M</b>.</li><li>• Team Member / Coordinator with external firm on an energy study for the Atlanta Speech School to be incorporated with the Mid-South Independent School Business Officers (MISBO) conference.</li><li>• Aided in completing the theater rigging drawings for Bayside Academy.</li><li>• Assisted with the construction administration for <b>\$42M</b> contract for Westlake High School.</li><li>• Aided in the development of construction documents for Covenant Bank of Dalton and Peachtree Bank valued at <b>\$1.5M</b> each.</li><li>• Created plans and elevations for a spirit board for Lumpkin County High School.</li></ul>	
Parsons Engineering   Intern Architect	08/02-02/07
400 Cannon Street; Maxwell AFB, AL 36112   Wilmer Nichols, RA	334.953.6909
<ul style="list-style-type: none"><li>• Under the guidance of a registered architect, managed approximately <b>fifty (50)</b> renovation and addition projects for Maxwell AFB and Gunter Annex (approximately <b>830</b> buildings) annually ranging in costs from a small <b>\$1,000</b> to a medium <b>\$500,000</b> project.</li><li>• Coordinated with in-house and local AE firms' architects, electrical, mechanical, and civil engineers.</li><li>• Maintained a <b>five-year</b> flooring program for <b>334</b> buildings on Maxwell and Gunter Air Force Base.</li></ul>	

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## Experience (continued)

Parsons, Wible, Brummal & Alkire Architects | Intern Architect 06/99-01/00  
4001 Carmichael Road, Suite 100; Montgomery, AL 36106 | Freddie Lynn 334.244.4990

- Developed elevations, sections and renderings for the multi-million dollar Auburn University School of Veterinary Medicine's Lameness Arena and horse stables.

Auburn Structural Design | CAD Drafter 05/99-08/02  
2008 Janabrooke Lane; Auburn, AL 36830 | Roy Mayo Jr., P.E. 334.220.6296

- Utilized AutoCAD 14 and AutoCAD 2000 to develop foundation plans, roof framing plans, and structural details on architectural projects mainly consisting of churches, schools, offices, and hotels.
- Aided in preliminary site investigations.
- Assisted the structural engineer in construction site visits to view progress of construction, specifically concerning structural components.

## Activities

American Institute of Architects [Member] 2005-present  
American Institute of Architects [Director of Government Affairs] 2010-present  
Atlanta ARE Study Group Organizer (70+ members) 10/08-present  
Society of American Military Engineers [Jr. V.P., V.P., President] 2002-2007  
Junior League of Montgomery 2005-2007  
CANstruction (Charity Competition) [Chair] 2009-2010  
Communitas (Habitat for Humanity) 1997-2001

## Awards

Air Education and Training Command Civil Engineer's Coin 29 August 2003

## References

Charles Lancaster, RA | Parsons Engineering | Registered Architect  
[charles.lancaster.ctr@maxwell.af.mil](mailto:charles.lancaster.ctr@maxwell.af.mil) | 334.953.3831

Roy Mayo, PE | Auburn Structural Design | Structural Engineer  
[engineer@austructure.com](mailto:engineer@austructure.com) | 334.220.6296

Dzan Ta | Repro Products | AutoDesk Instructor  
[dzanta@gmail.com](mailto:dzanta@gmail.com) | 404.272.0825