

MICHAEL ALLEN LONG



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Objective	To creatively utilize my education and experience in project coordination, the production and management of development, interior, architectural, site planning, infrastructure and pre-construction projects with a competitive company while furthering my knowledge of the real estate and AEC industries, project management, document management and presentation graphics.
Education	Purdue University, School of Technology , West Lafayette, Indiana Bachelor of Science in Technical Graphics Technology with Distinction: December 1995
Disciplines	Site and Space Planning: Layout of interior office and residential projects based on established program and applicable codes and requirements. Construction documents, Specifications and Construction Administration. Full understanding of current building codes and applicable zoning restrictions as well as ADA guidelines. Pre-Construction Project Management: Define project scope and initialize programming exercise with owner for the development of a project with creative ideas to serve owner needs in efficient and effective design. Oversee all phases of design project from schematic, design development, construction documents, bidding, permitting and approvals and construction administration/owner representation. Also includes internal budget / fee reporting, design team organization and direction, invoicing and continued client contact and satisfaction. Project Engineering , Construction Administration Owners Rep Services: Complete bid packages, site inspections for Owner and/or Architect, approve pay applications, approve, generate or review RFI, clarification and addendum documents. Generate Pre-construction packets, O&M Manuals and as-built documents. Technical Illustration: Production of illustrations using both electronic and manual techniques. Experienced with raster, vector and 3D imaging tools. Used in presentation of ideas and project programming. Relates to Graphic Design skills. CAD Graphics: Design and Drafting incorporating a knowledge of architectural and mechanical design. Utilize CAD as design tool integrated with construction estimating tools and facility maintenance/management programs. Tenant Coordination: Culmination of site and space planning for tenant. Provide day to day coordination with tenant's needs, design consultants and contractors. Responsible for move it date – date of substantial completion. Development Services: Coordinate due diligence processes, municipal approvals, easements, surveys and other entitlement requirements for the support of development projects.
Computer Experience	Software: AutoCAD 2004 and Architectural Desktop, Lightscape, 3D Studio VIZ, Illustrator, FreeHand, CorelDraw, PageMaker, Photoshop, Acrobat, and Microsoft Office. Exposure to many multimedia authoring packages. Hardware: Experienced and proficient with both Macintosh and Windows operating systems and many computer graphics peripheral devices.
Work Experience	Holladay Properties - AmeriPlex Indianapolis, Indiana <i>Project Designer.</i> April 2003 to Present <ul style="list-style-type: none">• Design, documentation and administration of architectural, civil and interior design projects. Responsible for design, construction documents and construction administration of project start to finish including design team coordination.• Master Planning of mixed-use developments. Schematic Design and coordination of initial planning projects, development plans and lease plans.• Perform Development Services responsible for managing the approval and permitting for new buildings, infrastructure and land development projects including the due diligence process of land transactions.

- Support development effort in creation of preliminary and final site plans / master planning / space plans / architectural design for new projects.
- Maintain and review park covenants and consult on all new project zoning and ordinance issues.
- Responsible for the design and creation of all marketing and presentation materials. This includes renderings, brochures, project logos and presentation graphics.

Rowland Design, Inc.
Indianapolis, Indiana

Architectural Designer/CAD & Graphics Specialist/Project Manager. July 1997 to April 2003

- Work in and manage all phases of architectural, interior design and exhibit projects. Responsible for design development and the production/coordination of Construction Documents. Also responsible for project/construction administration.
- Provide CAD/computer graphics and network support and training. Initiated and co-instruct monthly CAD and CAD Standards in-house sessions for design staff. Research new technologies in design tools as member of technology development team.
- Design and produce illustrations and computer graphics renderings/animations for use in marketing and schematic design phases of projects. Software used: Illustrator, Photoshop, Pagemaker, CorelDraw, AutoCAD, 3D StudioVIZ and Lightscape.

Ivy Tech State College
Indianapolis, Indiana

Adjunct Faculty Member. August 1999 to January 2000

- Instruct a 3D modeling and animation course for the Visual Communication Technology Department.

Rapid Design Service at Heye America
Marion, Indiana

Graphic Illustrator/CAD Specialist. November 1995 to July 1997

- Produced technical illustrations, writing and photography to create assembly and parts documentation manuals for use by engineering, production and sales personnel using CorelDraw, Illustrator and Photoshop. Also aided in the writing and production of an interactive training manual using Acrobat.
- Performed and managed engineering design and drafting activities using AutoCAD R14. Projects included reverse engineering, machine layouts, facilities planning and the creation of new parts and assemblies from concept to completion.
- Responsible for the maintenance of the CAD and electronic publishing systems and file archives as well as to research new computer graphics technologies.

Accent Technical Communications
Indianapolis, Indiana

Illustration Intern. Summer 1995

- Worked on site at Allison Transmission Co. preparing raster and vector technical illustrations for service, user and parts manuals using Photoshop and Illustrator.
- Participated in photo shoots, prepared time estimates and helped train other interns.
- Assisted network administrator in daily activities.

**Certifications,
Affiliations**

National Council for Interior Design Qualification - **NCIDQ Certificate # 021627**

New Palestine Indiana, Economic Development Commission – Secretary (2006-present)

New Palestine Indiana, Redevelopment Commission (2007-present)

Certified Construction Contract Administrator (**CCCA**) (2004)

Construction Documents Technologist (**CDT**) (2001)

Construction Specifications Institute (CSI) - Indianapolis Chapter

GD&T Training - Ball State University Center for Organizational Resources (1996)

Tau Gamma Sigma Honorary recognizing academic and technical excellence in the field of Technical Graphics

Purdue Student Housing Corporation - Board of Directors, Finance Committee (1995)

Cooperative Housing Unit - House Manager, President (1995)

Purdue Graphics Society - Scholarship Committee (1995)