

# MICHAEL ALLEN LONG, CCCA, LEED AP



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## Objective

To creatively utilize my education and experience in design technologies, project management and production of interior, architecture, site, infrastructure and construction projects with a competitive company. Furthering my knowledge and skills related to the real estate and construction industries, project management, document management and presentation graphics. Additional focus on in-house technical and process training for staff.

## 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 Owner 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 and BIM:** 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.

**Training:** Utilize my skills in all areas to assist in continuing education for myself and others.

## Computer Experience

**Software:** AutoCAD 2010, Sketchup, 3D Studio VIZ and Max, Illustrator, PageMaker/InDesign, Photoshop, Acrobat, CorelDraw, 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

*Project Designer.* April 2003 to Present

- Design, documentation and administration of architectural, civil and interior design projects. Responsible for design, construction documents, construction administration services and close out of project start to finish including design team management, scheduling and budgeting. Projects range in size from **\$50K - \$15M**.
- 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 staff and process for the approval and permitting of new buildings, infrastructure and land development projects including the due diligence processes.
- 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.
- CAD management – firm wide standards and training.

Rowland Design, Inc.  
Indianapolis, Indiana

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

- Manage process and staff in 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 – submittal review, RFI responses and meeting minutes.
- 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, and 3D StudioVIZ.

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.
- Network Administration for daily activities.

## Certifications, Affiliations

Leadership in Energy and Environmental Design – **LEED AP** (2008)

National Council for Interior Design Qualification - **NCIDQ Certificate # 021627** (2006)

Registered Interior Designer, State of Indiana – **RID00067**

New Palestine Indiana, Redevelopment Commission (2007-present)

New Palestine Indiana, Board of Zoning Appeals (2007-present)

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

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

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

Construction Specifications Institute (CSI) - Indianapolis Chapter

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)