



Paul Jackson

Architectural Office Manager

Architectural Office Manager with five years of experience supporting a 20-person design firm. Expert in project scheduling, permit coordination, and CAD file management. Improved project delivery timelines by 18% and reduced administrative overhead by 22%.

PROFESSIONAL EXPERIENCE

ARCHITECTURAL OFFICE MANAGER

SKYLINE DESIGNS, CITY, ST | APRIL 2018 – PRESENT

- Coordinate permitting and submittals for 30+ commercial and residential projects annually, reducing approval delays by 25%
- Implement standardized CAD-file naming and storage protocols, cutting file-retrieval time by 40%
- Manage a \$200K office budget, negotiating vendor services to achieve 15% cost savings

PROJECT COORDINATOR

HORIZON ARCHITECTS, CITY, ST | JUNE 2015 – MARCH 2018

- Scheduled design-team workflow, improving on-time drawing delivery from 70% to 90%
- Served as liaison with clients and engineers, resolving 95% of RFIs within two business days

EDUCATION

B.S. in Architectural Studies

State University, City, ST | May 2015



City, ST 12345



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LinkedIn | Portfolio