Melissa Matos

PRINCIPAL PLANNER / DESIGN ARCHITECT / PROJECT MANAGER

construct.m2@gmail.com
954.614.9029 mobile

PRINCIPAL PLANNER / DESIGN ARCHITECT / PROJECT MANAGER

Innovative Award Winning Designer with over 20 years of Architectural & Project Delivery Services

- Excellent Verbal and Graphic Communication Skills
- Effective to Manage: Project, Staff and Consultants
- Data Collection, Code Review & Technical Reports
- Design, Drafting, Planning, Analysis, Specifications
- Project Management, Construction Management
- Client Relations, Data Reports, Budget & Scheduling

PROFFESIONAL EXPERIENCE

Principal Planner

West Palm Beach, Florida
- Present

PALM BEACH COUNTY - Planning Zoning & Building

▫ Performs Principal Site Planner duties and supervisory roles in the Zoning Division for all phases of the land development regulatory process.
▫ Responsible for the administration of Zoning compliance for both Zoning and Building permit applications.
▫ Supervises Zoning Division staff in the planning, approval and permitting process to ensure compliance with Unified Land Development Code (ULDC), the Technical Manual, the Comprehensive Plan, Engineering platting process, and related codes, ordinances and state statues.
▫ Provides management support to the Zoning Director and Deputy Director. Evaluates employee performance, including issues requiring counseling forms/disciplinary actions while handling employee complaints or grievances.
▫ Provides recommendations for amendments to the ULDC, provides updates and new Process, and Procedures Memorandums, and responds to advisory committee concerns.
▫ Provides Building Division staff training on ULDC regulations, and daily coordination and support for the implementation of the review of permit applications.
▫ Provides support and training to Code Compliance staff pertaining to ULDC regulations for site compliance and offer solutions involving landscape ordinances.
▫ Prepares extensive written staff reports analyzing code criteria, land use data and site plan elements of applications for variance approvals.
▫ Represents the Zoning Division at public hearings, public meetings and interacts with various agencies and advisory groups.
▫ Review of Zoning applications including rezonings, conditional uses, variances, development order amendments, administrative amendments, master plans, site plans, landscape plans, architectural elevations, building plans, plats, and other related documents.
▫ Extensive knowledge of site planning, environmental, landscape, architectural and engineering principles, methods and practices.

Project Manager / Design Consultant

Pembroke Pines, Florida

m2DESIGN GROUP

▫ Designed custom furniture and coordinated projects for high end retail shops and department stores.
▫ Architectural design services for tenant operated spaces from 2500 to 60000 sq. ft.
▫ Residential design recommendations, product research & material proposals.
▫ Provided permit drawings for ADA requirements for local homes and retail stores.
▫ Assisted in the providing engineering proposals for Broward County RFP's.
▫ Office management, small office marketing strategies and project budget reports.
▫ Coordinated design and construction for residential & multi-purpose buildings in the Caribbean Islands.

Architect

New York, New York

THE PORT AUTHORITY OF NY & NJ Engineering Design Department

▫ Served as: Program Architect, Project Architect (Staff Services), Lead Project & Task Leader / Cadd Manager
▫ Leading multi-disciplinary teams on projects ranging from $300,000 to $300 million in construction costs.
▫ Developed presentational materials, technical reports and cost estimates for each development phase.
▫ Project management, consultant management, staffing tasking, time budgets and project scheduling.
▫ Lead Designer for award winning public facilities and LEED certification projects.
▫ Knowledge of national, state and local building codes - IBC, NFPA, ADAAG, FAA, NYSDOT.
▫ Construction field inspections, shop drawing review, change orders and performance documents.
▫ Coordination of projects of all stages; from preliminary design to construction administration.
▫ Sketching, drafting, 2D, 3D, contract documents, feasibility studies and consultant reviews.
▫ Project scope ranged from alternations, renovations, new building, master planning and urban analysis.
▫ Project types ranged from retail, public facilities, transportation, aviation, tunnels, roadways and bridges.

Junior Architect

New York, New York

E.V. GIANNASCA ARCHITECT & ASSOCIATES

▫ Drafting of conceptual studies thru contract documents for all stages of design and construction.
▫ Project scope ranged from alternations, renovations and new buildings.
▫ Project types ranged from single family & multi-family residential, religious facilities and educational facilities.

Junior Drafter

Park Slope, New York

ALFRED C. BARTOLOMEO ARCHITECTS

▫ Drafting production of contract documents for all stages of design and construction.
▫ Project scope ranged from alternations, renovations and new buildings.
▫ Project types ranged from single family & multi-family residential, religious facilities and commercial properties.

Junior Drafter

Bay Ridge, New York

ANN FALUTICO & ASSOCIATE ARCHITECTS

▫ Drafting & detailing production of contract documents for historic residential design projects.
▫ Project scope ranged from residential alternations and commercial renovations.

PROFESSIONAL EDUCATION

Bachelor of Architecture

New York, New York

PRATT INSTITUTE SCHOOL OF ARCHITECTURE

- Art and Architecture Show Awards
- Member of AIAS
- Graduated magna cum laude honors

Associates Applied Science, Architecture

New York, New York

NEW YORK CITY COLLEGE OF TECHNOLOGY

- National Collegiate Award
- NYCCT& National Dean's List Awards
- Graduated with honors

PROFESSIONAL SKILLS

AutoCAD, AutoCAD 3D Modeling, SketchUp 3D Modeling, Revit knowledgeable, Microsoft Word, Excel, Access, Project, PowerPoint, Adobe Photoshop, Physical Model Making, Graphic Design and Photography

AWARDS & RECOGNITION

PROJECT RELATED RECOGNITION:

▫ 2006 The Architects Newspaper, “Terminal Capacity” – team design recognition
▫ 2001 Oculus, “The New Age of Aviation” – personal design recognition

DESIGN PROJECT AWARDS:

▫ 2003 EWR P4 Parking Garage - AIA NYS Award Merit
▫ 2003 JFK Howard Beach AirTrain Terminal – Chicago Athenaeum Award
▫ 2002 AIA NYS Presidents Citation for 9-11 Aftermath Design Efforts
▫ 2001 JFK Van Wyck Expressway Corridor Improvements - AIA NJS Merit Award
▫ 1998 EWR International Terminal B – National Performance Review Hammer Award
▫ 1996 EWR International Terminal B - AIA NYS Award of Merit

VOLUNTEER & COMMUNITY SERVICE

▫ Pratt Institute Jury Member – guest architectural critic
▫ Introduce a Girl to Engineering Day participant – architectural activities facilitator
▫ Habitat for Humanity – New Jersey construction services
▫ Chamber of Commerce, Miramar / Pembroke Pines FL – event and project coordination

PROFESSIONAL AFFILIATIONS

▫ American Institute of Architects - New York Associate Member
▫ US Green Building Council Member - LEED Resources
▫ National Organization of Minority Architects - Florida Chapter
▫ Project Managers Institute - Florida Chapter

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