

# MONICA R. BROWN

- Oct 2010 - Present      **REYES BROWN, PLLC**      **LOUISVILLE, KY**  
*Founder & Principal*
- **Architectural Design:** Provide architectural services ranging from project programming to schematic design to full project documentation and construction observation.
  - **Development/Project Management:** Conduct full development and project management services including design, team management, project management, owner representation, project bidding, and construction management.
  - **Tenant Coordination:** Coordinate tenants for new and existing retail/office/multi-family housing developments.
- March 2008 - June 2009      **CROSLAND, LLC**      **CHARLOTTE, NC**  
*Development Manager*  
Managed physical development of \$50MM+ in retail shopping centers for institutional investors.
- Execution and Origination Skills:*
- **Nascent Project Stage Responsibilities:** Created financial pro formas. Performed site due diligence. Obtained re-zoning and negotiated proffers. Led architects and engineers in design presentation to investors.
  - **Preconstruction Responsibilities:** Selected, managed and coordinated design team to meet the requirements of clients, budget, and local codes. Coordinated zoning and permits. Reviewed construction documents for errors and value engineering opportunities. Created bid packages. Interviewed and selected contractors and vendors. Coordinated with client representatives regarding tenant space delivery. Reviewed lease agreements.
  - **Construction Stage:** Managed contractors and vendors for overall project construction. Managed design team's construction administration activities. Coordinated with tenant representatives to resolve construction and delivery issues. Coordinated with property management to optimize project materials, utilities design and amenities.
  - **Post-Construction Tenant Coordination:** Coordinated with leasing agents and client representatives regarding tenant space delivery and construction for specialty shops. Routinely surveyed tenants' construction process to ensure appropriate integration with building shell and shopping center design guidelines.
- Representative Client List:*  
Kohl's, Best Buy, PetSmart, AT&T, Talbots, TJ Maxx, Dick's Sporting Goods, Ann Taylor, Victoria's Secret
- March 2007 - March 2008      *Project Manager*  
Performed duties similar to Development Manager but with greater oversight and fewer projects.
- Oct 2004 - June 2006      **NESHAMKIN FRENCH ARCHITECTS, INC**      **CHARLESTOWN, MA**  
*Project Manager/Project Architect*
- Performed or oversaw most phases of multi-family residential projects including design, construction documents, and construction administration. Led meetings with clients, general contractors, and consultants.
  - Led the cost estimating and value engineering processes. Performed energy and building code reviews and coordinated permitting with municipality officials. Trained interns. Supervised CAD technicians.
- August 2003 - June 2004      **HDR, INC**      **SAN ANTONIO, TX**  
*Project Architect*
- Coordinated design and construction documents with clients. Ensured that program requirements were addressed.
  - Led consultants including landscape architects, MEP engineers, structural and civil engineers on multi-million dollar (construction cost) projects. Coordinated and supervised CAD technicians and architectural Interns.
- August 2000 - June 2003      **MARMON MOK ARCHITECTURE-ENGINEERING-INTERIOR DESIGN**      **SAN ANTONIO, TX**  
*Intern Architect*
- Managed government design projects, produced construction documents and specifications, assisted in construction cost estimating, performed code reviews, created scope of work programs, and produced as-built plans.
  - Assisted in industrial, educational and medical projects. Coordinated design and documents with clients and consultants, assisted in production line design, participated in review presentations, and construction observation.

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## Licenses, Language, Computer Skills

### LICENSES & CERTIFICATIONS

- National Council of Architectural Registration Boards (NCARB) Certified August 2004 - Present
- Massachusetts Licensed Architect October 2004 - Present
- Kentucky Licensed Architect October 2010 - Present
- Texas Licensed Architect March 2004 - August 2006
- Leadership in Energy and Environmental Design (LEED) Accredited Professional April 2009

### LANGUAGE & CULTURAL FLUENCY

- Fluent in English and Spanish languages
- Culturally fluent of both the United States and Mexico

### COMPUTER & TECHNOLOGY SKILLS

- Twenty plus years of experience with AutoCAD, Excel, and other Microsoft programs

## Education 1995 - 2000

### TEXAS TECH UNIVERSITY

LUBBOCK, TX

- Master of Architecture
- Completed 5 year Master of Architecture program
- Earned the Walter Calvert Award for Academic excellence - awarded to the 2<sup>nd</sup> highest ranking graduate of the School of Architecture
- Tau Sigma Delta Honor Society in Architecture Member
- Phi Kappa Phi Honor Society

## Summer 1999

### MCGILL UNIVERSITY

MONTREAL, CANADA

- Completed urban planning graduate courses toward earning Master of Architecture degree from Texas Tech University

## Personal Interests

Construction, Cooking, Guitar, Drawing