

Gerardo S. Ruiz-Lagos

3290 Quartzite Drive Reno, NV 89523 (775) 775-997-8497 or (775) 747-4816

gerardito_ruiz@hotmail.com

S U M M A R Y O F Q U A L I F I C A T I O N S

Versatile and dedicated architect with comprehensive education and practical experience. Adept at assessing client needs and designing solutions. Perform well under pressure. Resourceful problem solver who is eager to learn. Outstanding client relations, team building, and presentation skills. Excellent crew manager and craftsman. Creative, conscientious, and meticulous.

E D U C A T I O N & C R E D E N T I A L S

Colorado Technical University

Master of Science of Management: Project Management, 5/2008

Graduate Level Certificate: Business Management, 1/2008

Graduate Level Certificate: Change Management, 10/2007

Universidad Dr. José Matías Delgado de El Salvador

Degree: Architecture, 7/2006

Licensed Architect (# A – 2918)

Final Architecture Project (5/2005 – 5/2006)

Achieved educational standard of the United States' **ESSA** (Education Evaluation Services for Architects) by **NAAB** (National Architecture Accrediting Board) 1/2008 (completed 186 credits, surpassing requirements of 160 credits)

NCARB (National Council of Architectural Registration Board) record #130520

E X P E R I E N C E

A R C H I T E C T U A L E X P E R I E N C E

Freelance Projects, San Salvador, El Salvador

Student Architect/Project Manager (6/2001 – 1/2006)

- Planned, drafted, and oversaw home upgrades and additions, commercial remodels, exterior and interior home design.
- Performed construction plans, terrain studies, and plan elaboration.
- Contributed to projects, including: risk assessment, design, plans creation, budget, scheduling, procurement, supervision, third party contracts, budget creation, cost control, and quality assurance.
- Designed small to medium-sized projects, including residences, retail spaces, warehouses, and business offices.
- Asked by former employer, DHL, to design business stand for U.S. Embassy in El Salvador; DHL was only courier to present full virtual presentation of the stand to review committee.
- Assisted DHL with challenging warehouse project for DHL; near completion of project client to create secure storage facility within warehouse; devised secure and economical solution.
- As member of student architectural team, completed several projects such as design and build-out of shoe store and athletic store, and design and construction management of commercial warehouse; led client meetings; assessed team member's capabilities and assigned tasks based on strengths; completed all projects on schedule; interacted with trades.

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Page 2 of 2

O T H E R E X P E R I E N C E

Creative Memories, Sparks, Nevada

Consultant Services Representative (10/2007 – Present)

- Process and track phone, mail, fax, and Internet orders from consultants; resolve issues rapidly.
- Advise consultants of product, program, sales volume, incentives, returns, and other relevant information.
- Contribute to ongoing development and improvement of Consultant Services operations.

DHL de El Salvador S.A. de C.V.

Sales Representative/Executive (2003 – 2005)

Customer Service Supervisor (2002 – 2003)

Customer Service Agent (2001 – 2002)

- Promoted every year of employment based on outstanding performance and leadership.
- Identified new business opportunities and strengthened relationships with existing clients.
- As Customer Service Supervisor, coached and managed customer service staff.
- Supervised all aspects of service operations to ensure excellent service.

T E C H N I C A L S K I L L S

Drafting & Modeling Software: Auto Cad 14 – 2006, Revit, Google Sketch, and 3D Studio Max
Office Software: Microsoft Office: Word, Excel, Power Point, Project, and Outlook ; SAP, Summit and Caspedia
Design & Editing Software: Photo Shop and Story Book Creator Plus

A D D I T I O N A L D E T A I L S

L A N G U A G E S

English: Native

Spanish: Native

C I T Z E N S H I P

United States Citizen – Born in Baltimore, MD