

Robert A. Phillips

896 Saint Delight Rd.
Paige, TX 78659
(512) 507-4027

HIGHLIGHTS OF QUALIFICATIONS

- 25+ successful years of combined experience in Building Design/Drafting, Bidding/Estimating, Client/Subcontractor Relations, Communications, Negotiations, and Project Planning
- Strong commitment, vision and leadership
- Incredible ability to foresee project resources and to get the job done on time
- Skilled problem solver and talent in organization with a hands-on and highly innovative approach to management
- Profit conscious and results-oriented, adapt quickly to continuous change and make prudent business/investment decisions

DESIGN • DRAFTING • ARCHITECTURAL RENDERINGS • COMMERCIAL • RESIDENTIAL

- **Building Designer/Drafter/Principal** for PD&D:
 - Development on design and drafting of both commercial and residential projects
 - Prepare preliminary drawings
 - Once approved, complete set of construction documents for general contractor bids
 - Fieldwork that includes measurements of as-builts, surveying (grades & elevations), site visits—inspecting for compliance with drawings
 - Maintain excellent relationships with clients, general contractors, subcontractors, engineers, construction managers and architects
 - Projects - residential included: new homes 450 sq. ft. to 13,000 sq. ft., additions, renovations, and remodels; commercial buildings have included: new, additions, renovations, interior finish-outs, and remodels
- **Architectural Designer/Drafter** for Gary Donaldson Architecture and Facilities Planning:
 - Worked on design and drafting of both commercial and residential projects, including preparing preliminary drawings
 - Projects - residential included: new homes 600 sq. ft. to 8,000 sq. ft., additions, renovations, and remodels; commercial buildings included: new, additions, renovations, interior finish-outs, and remodels
- **Engineering Drafting Technician** for the City of Odessa:
 - CAD development of construction documents for architectural and civil engineering projects
- **Architectural Designer/Drafter** for Wilson & Associates Architects & Planners • Kenneth R. Taft • Whitehead Construction:
 - Provided CAD development of construction documents, specifications compilation and job site inspections for residential and commercial projects, including Hendley Addition (city-developed subdivision), Clayton Place, The Bastrop Crisis Center, Blockbuster Video Prototype, Taco Villa Prototype, Odessa Christian Faith Center, first State Bank, etc.

MANAGEMENT & OPERATIONS • INVENTORY CONTROL • RESEARCH • DOCUMENTATION

- **Operations Manager** for Sun Country Maids:
 - Interviewed, hired and trained 18 employees; scheduled jobs and work hours, evaluated performance and mediated conflicts
 - Oversaw budgeting, financial and accounting
 - Scheduled subcontracts, ensured compliance with OSHA safety and regulations
 - Jobs included post-construction, residential and commercial, apartment complex move-ins/outs and make ready's, office buildings

PROFESSIONAL EXPERIENCE

2004 – 2018	Designer/Drafter/Principal	PD&D	Bastrop, Texas
2000 - 2003	Residential Design & Drafting	Independent Contractor	Texas
2003 – 2004	Construction Manager	Building Across Texas	Central Texas
1996 - 2003	Architectural Designer/Drafter	Gary Donaldson Architecture and Facilities Planning	San Angelo, Texas
1997 - 2000	Operations Manager	Sun Country Maids	San Angelo, Texas
1995 - 1996	Engineering Drafting Technician	City of Odessa	Odessa, Texas
1994 - 1995	Architectural Designer/Drafter	Wilson & Associates Architects & Planners	Odessa, Texas
1993 - 1994	Architectural Designer/Drafter	Kenneth R. Taft • Whitehead Construction	Odessa, Texas
1990 – 1993	Construction Laborer	Bryan Builders • Self Employed	Texas

EDUCATION: Odessa College, Business Administration/Drafting, Odessa, Texas