

sara c. martin

SKILLS SUMMARY Ten years professional experience working on creative, deadline-driven projects. Registered architect. Solid people skills: works well in groups, marketing and networking environments, proven skills in leadership and project management. Excellent writing and verbal presentation abilities. Diverse technical ability.

QUALIFICATIONS PROJECT MANAGEMENT

Experience developing project objectives, tailoring project delivery strategy to skill sets of team members, leading brainstorming sessions, and developing consensus. Experience explaining and selling project solutions to various audiences. Proficient at estimating man-hours required for project completion.

VERBAL AND WRITTEN COMMUNICATION

Excellent track record of clear communication to groups of all sizes. Has presented projects to ORNL, TVA, The University of Tennessee, local utility boards, private companies, and school boards. Elected class speaker for graduating Bachelor of Architecture class, 2006. Spoke to 400+ architects at state convention and organized press conference and college-wide meetings in 2003 to communicate student position on current events in the College of Architecture. Responsible for majority of client presentations at Ross/Fowler. Participated in multiple selection committee interviews on behalf of Ross/Fowler. Participates in weekly Toastmasters meetings including prepared and extemporaneous material.

MARKETING

Experience writing firm profile, cover letters, organization charts, design approach, project experience profiles, resumes, and awards submittals. Experience with online marketing including social media, email auto-responders, and innovative client communications. Able to translate complex information into accessible messages and package comprehensive professional services into approachable offerings.

PROFESSIONAL EXPERIENCE

OPEN DOOR ARCHITECTURE. Knoxville, Tennessee. 2013-present. Principal.

Design, marketing, project management, and client relations for residential and small-scale commercial architecture. Projects include Hoyos Residence attic renovation, Pendleton Residence kitchen and master suite, Birdwell Residence master suite and sun room, and Parker Residence kitchen renovation.

ROSS/FOWLER, PC. Knoxville, Tennessee. 2003-2012. Project Designer, Marketing.

Served as project architect for Harriman Utility Board industrial complex and offices in Harriman, TN; Joint Institute for Neutron Sciences building at Oak Ridge National Laboratory; Electric Vehicle Solar Charging Station prototype for the Electric Power Research Institute. Served on project team for Ayres Hall renovation at the University of Tennessee; Pellissippi Pointe offices in Knoxville, TN; Pictsweet corporate offices in Bells, TN; White House Utility District industrial complex and offices in White House, TN (unbuilt).

TENNESSEE CLEAN WATER NETWORK. 2008-2012. Marketing, Newsletter Editor and Print Media Designer.

SOUTHEAST WATERSHED FORUM. 2010-2012. Graphic design for National Geographic Geotourism initiative.

CLARENCE BROWN THEATER. 2000-2003. University of Tennessee, Knoxville. Work study intern.

EDUCATION

THE UNIVERSITY OF TENNESSEE, KNOXVILLE. Bachelor of Architecture, 2006. Alpha Rho Chi service award.

BAUHAUS UNIVERSITÄT WEIMAR, GERMANY. Study Abroad Program, Spring Semester 2005.

AFFILIATIONS

KNOX HERITAGE. Organizes Summer Supper fund raising dinners.

UNITED STATES GREEN BUILDING COUNCIL. Winner of 2008 Natural Talent Design Competition (Atlanta regional division). Coordinated local Natural Talent Design Competition, 2010. Completed successful LEED Certification applications for The Joint Institute for Neutron Sciences at ORNL and Ayres Hall Renovation at the University of Tennessee.

BRAINTRUST. Self-started group for creative, entrepreneurial women.

TOASTMASTERS, INTERNATIONAL. Club President for UT Toastmasters.

REGISTRATION

Registered Architect, State of Tennessee.