



# JOSEPH C DUDA RA, NCARB

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## PROFESSIONAL SUMMARY

- Strategically-determined, Analytical Business Owner and Project Executive in the design, management, and administration of architecture and construction.
- Results-oriented Licensed Architect and General Contractor personally responsible for built projects worth over \$2 billion.
- Successful Owner and Operator of several companies, including construction management, architectural, manufacturing, and construction firms.
- Inspirational Manager of hundreds of technical professionals and support staff.
- Profitable Director of several multi-million-dollar, multi-project capital improvements programs.

## SKILLS

- Executive Management
- Licensed Architect
- Licensed General Contractor
- Budget and Funding Expertise
- Advanced Software Utilization
- Professional Writing
- Communication and Presentation Proficiency
- Business Organization Systems
- RFP Formulation and Response

## WORK HISTORY

**Owner** | Sustainable Living Resources - Santa Fe, NM 6/2022 – Present

- Offering Consulting Services of Sustainable Options for Homeowners, Businesses, and Communities.

**Director of Community Standards and Design Review Services** |

Las Campanas Master Association - Santa Fe, NM 11/2018 – 06/2022

- Direct Liaison for the Design Review Committee and Compliance Committee with Owners, Builders, Designers, and Realtors
- Suggested and implemented a complete restructuring of the Design Review process beginning with the review of projects from the conceptual level.
- Increased income for Design Review Services by streamlining the review process and turning it into a self-sustaining viable cost center
- Overhauling the archaic Design Review Guidelines
- Re-established the method, format, and tracking of design review with the Design Review Committee
- Created Project Inventory Status Tracking Spreadsheet for all current Design and Construction Projects (170+)
- Established an easily-searchable drawing and file control system for current and other projects that parallels the accounting system

- Encouraged and incorporated the use of innovative aids for the review process like drone footage of building sites

**Owner** | Joseph C Duda Consulting - Santa Fe, NM 10/1998 – 11/2018

- Functioned as Designer, Consultant, Construction Manager, and Builder of residential, public, and commercial projects.
- Served as Project Architect/Manager for community centers, office buildings, a 30,000 sf farmer's market LEED Silver building, an EMT building, a medical clinic, an ambulance facility, a fire station, community housing facilities, huge multi-use (residential/commercial) complexes, a master plan for a spa resort, and a comprehensive city master plan.
- Supervised daily project progress of technical staff professionals.
- Formulated complex specification manuals for public and private projects.

**Owner** | DudaWerx, LLC - Santa Fe, NM 01/2013 - 2018

- Created and oversaw start-up company designing, manufacturing, and distributing high-end, durable, functional art lighting.

**Director of Architecture and Construction** | Omikron Group, Inc - Santa Fe, NM 01/2000 - 12/2001

- Served as Member of the Executive Council, involved in all major decisions, and oversight and assignment of all personnel for mid-sized architecture and interiors firm.
- Developed internal management systems and company standards including reporting, scheduling, and tracking systems for all projects, and formulation of all contracts.

**VP, Director of Educational Facilities, Principal-In-Charge** | Project Management Associates, Inc. - Pasadena, CA 01/1996 - 09/1998

- Oversaw Project and Construction Management of over \$1 billion valued projects for Los Angeles USD and other school districts.
- Crafted winning proposals and co-led interviews.
- Developed and maintained all budgetary concerns
- Supervised all K-12 educational program personnel.
- Established and maintained the client base for educational facility program, project, and construction management services.

**Owner, Consultant, Contractor** | Joseph C Duda, AIA, Inc - Santa Monica, CA 01/1994 - 01/1996

- Provided construction management support to corporations and general contracting to private condominium associations.

**Owner, President, Program Director** | The Project Management Consortium, Inc - Santa Monica and Murrieta, CA 01/1990 - 01/1994

- Directed the \$115 million renovation and reconstruction program at Santa Monica-Malibu Unified School District.
- Managed full staff of professional/technical persons, functioned as single source contact for client, and coordinated all contracts and agreements.
- Implemented program-wide issues, provided for staff development, and headed up internal meetings.
- Developed procedural standards for District joint venture.
- Advised client on legal issues and ensured budget requirements of the District were enforced.
- Represented company at School Board, Oversight Committee, and community meetings in an extremely political environment.
- Interfaced with FEMA for Northridge Earthquake damage assessment that occurred during Program.
- Responsible for new business marketing and presentations, overall firm personnel hiring and staff performance, evaluation and coordination, financial oversight of the firm, and contract negotiation, and acted as single point source to clients.
- Created project management plans, prepared contract documents, coordinated contracts, performed value engineering and constructability reviews, negotiated change orders, and developed claims avoidance strategies.

**Program Director** | The Project Management Consortium, Inc - Murrieta, CA 01/1990 - 01/1992

- Directed the \$180 million new construction program for the Murrieta Valley Unified School District.
- Developed accountability for staff performance, created project management plans, developed and controlled budget, prepared contract documents, coordinated contract administration, value engineered, managed constructability reviews, change order negotiation, and claims avoidance, and provided single point client responsibility.

**Project Manager** | Vanir Construction Management - Los Angeles and Murrieta, CA 01/1988 - 01/1990

- Functioned with full administrative responsibilities for design and construction phases for several schools worth over \$50 million in the Murrieta Valley Unified School District.
  - Coordinated all aspects of projects, supervised pre-design, design, bid and pre-construction procedures, secured proper allocation of full state funding, and managed construction progress for several school projects worth over \$35 million for the Los Angeles Unified School District.

## EDUCATION

UCLA, Los Angeles, CA

**Master of Architecture I Degree:** Architecture Professional Practice

San Francisco State University, San Francisco, CA

**Bachelor of Arts Degree:** English/Creative Writing

University of Wisconsin, Madison, WI

English/Creative Writing Major

Pennsylvania State University, University Park, PA

Mathematics/Business/English/Creative Writing Major

## REGISTRATIONS

Licensed Architect in the State of California

Licensed General Contractor in the State of California

Certified by the National Council of Architectural Registration Boards

Certified Office of Emergency Services (OES) Disaster Volunteer

FEMA-certified Disaster Project/Technical Specialist

## AFFILIATIONS

American Institute of Architects (AIA) Member (Past)

Faculty Member of Otis Institute of Art, Parsons School of Design (Past)

President of Site - The largest artist-run art organization in LA (Past)

## WRITING

600-page program and project management procedurals manual

Responses to multi-million-dollar program RFPs and contract writing

A published 120,000-word science fiction novel

## SOFTWARE

Revit proficiency, Architectural Desktop, Bluebeam Revu, MS Project, MS Office

Designed, built, and maintained ten websites