

Matthew Daniel Belt

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// Design Experience //

PFVS Architects / Atlanta, GA

[January 2013 – Present]

- Job Description: **Project Designer**
- Concentration: **Hospitality Design, Space Planning, Detailing, Construction Documents**
- Work directly with Project Manager to prepare documentation throughout the SD, DD, and CD phase of projects using **Revit**
- Assist design team in developing detailed working drawings using appropriate materials, methods, and standards
- Coordinate building components with mechanical, structural, and electrical consultants to ensure accurate project delivery
- Create preliminary site layouts and schematic renderings to present to clients
- Research and verify relevant code issues and material specifications throughout all phases of projects
- Review shop drawings, specifications, cost estimates and construction material submittals by contractors to confirm adherence to contract and notify Architect of inconsistencies
- Recommend design changes, when appropriate, to Project Manager

Millennium Design / Braintree, MA

[November 2012 – December 2012]

- Job Description: **Independent Contractor**
- Collaborate with the production staff for the completion of technical details, schedules, and orthographic drawings for various tenant up-fit, prototype restaurant, and office renovation building typologies
- Integrate existing as-built documents into the production of construction documents for the renovation of commercial structures
- Maintain well-organized new and current project files following company standards
- Develop presentation graphics used to communicate concepts to appropriate clients or agencies for approval

Cummings & McCrady, Inc. Architects / Charleston, SC

[June 2007 – June 2009]

- Job Description: **Intern Architect** - all work performed under the direction of a registered architect
- Start NCARB and IDP record
- Programs primarily used: AutoCAD, Sketchup, Photoshop, Microsoft Office
- Prepare, edit, and cross-reference multiple sets of schematic design, design development, and construction documents
- Develop presentations with Sketchup and Photoshop to communicate intent of designs to clients
- Facilitate the bidding process by maintaining distribution register, bid documents, and addendum
- Review shop drawings to ensure compliance with design intent and construction documents
- Accurately measure existing structures in the field to facilitate creation of as-built drawings
- Assist in creation of construction documents for preservation of historic structures
- Oversee compilation of multiple marketing qualification packages while coordinating with consultants

Millennium Design / Braintree, MA

[June 2006 – August 2006]

- Job Description: **Intern**: worked as part of design team taking direction from a Project Architect
- Programs primarily used: AutoCAD, Form Z, Microsoft Office
- Assist in preparation of construction documents for given projects
- Alter drawings to meet project goals and specifications
- Responsible for distribution of information to design team members and consultants
- Create 3D computer model of projects to visually show clients end product

// **Education** //

Georgia Institute of Technology / Atlanta, GA

(Fall 2010 – Spring 2012)

Master of Architecture, May 2012

Cumulative GPA: 3.79

Awards: Robert Daniel Betzel Memorial Scholarship

Cravey, Green, & Wahlen Fellowship

Semester Abroad: Art & Architecture in Greece and Italy (Summer 2011)

Member of Georgia Tech AIAS

Relevant Coursework at Georgia Tech:

Design – Architecture Studio, Research + Design Thesis

Theory – Theory & Criticism, History of Urban Form, Neuroaesthetics

Technical – Zero Energy Housing, Environmental Systems, Structures, 3D Modeling

Professional – Construction Technology, Professional Practice, Legal Frameworks

Clemson University / Clemson, SC

(Fall 2003 – Spring 2007)

Bachelor of Arts in Architecture, May 2007

Minor in Business Administration

Cumulative GPA: 3.30

Dean's List: Fall 2003, Fall 2005, Spring 2005

Semester Abroad: Universitat Politècnica de Catalunya, Barcelona, Spain (Spring 2006)

// **Technical Skills** //

Digital / Revit, Sketchup, AutoCAD, Adobe Creative Suite, Microsoft Office Suite, Rhino

Analog / Hand drafting, Sketching, Pen and Ink, Model Making, Laser Cutting, Photography