

CATHY MALEC, ASSOCIATE AIA

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SUMMARY

- Precise, quality-driven approach to projects, balancing creativity with discipline and logical design.
- Gained proficiency in Industrial, Institutional, Hospitality, Residential, and Commercial developments.
- Skilled in pinpointing errors and problems during early stages of development to minimize errors.
- Creative, detail oriented, organized professional and high-quality performance in leading and contributing to schematic design, design development, construction documents, management, for Hospitality, Institutional and commercial architecture projects.

ABILITIES & TECHNICAL SKILLS

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|-------------------------|-----------------------------------|--------------------------------|
| ▪ Specification writing | ▪ Team Training & Leadership | ▪ Time/Resource Optimization |
| ▪ Partner Relationships | ▪ Feasibility Analysis/Evaluation | ▪ Client Needs Assessment |
| ▪ Research & Evaluation | ▪ Construction Design/Re-Design | ▪ Newforma |
| ▪ MS Word 2010 | ▪ MS Excel | ▪ SpecBuilder Desktop |
| ▪ REVIT 2016 | ▪ AutoCAD Architecture 12 | ▪ Michigan Real Estate License |

PROFESSIONAL EXPERIENCE

Architectural Design Group Leader – IBI Group, Southfield, MI

2016 - Present

Worked on various Industrial and commercial renovation and new projects, submittals, shop drawings, code review, Egress plans, and research of various products included in the projects. In-addition I have also prepared specifications using SpecBuilder Desktop. As a Champion leader of Architectural specifications I have also trained junior staff members on how to do Specifications.

Key Projects/Contributions:

- **Nissan North America, Smyrna, Tennessee** – Two projects which consist of a 61,181 sq. ft. stamping bay addition currently under construction and a 12,500 sq. ft. blank warehouse addition to the stamping bay this Project currently out for bids.
- **Kamtek, Birmingham, Alabama** – K1 800 ton press addition to the existing building. Project has been built.
- **Detroit Medical Center, Detroit, Michigan** – 3U-14 CT room Renovation.

Project Coordinator – OHM Advisors, Livonia, MI

2015 - 2016

Worked on various Municipal and commercial renovation and new projects, submittals, shop drawings, code review and research of various products included in the projects. In-addition I have also prepared specifications.

Key Projects/Contributions:

- **Canton Booster Station, Canton, Michigan** – Consists of booster station and water storage tank. Project currently out for bids.
- **34th District Court, Romulus, Michigan** – Addition and remodel of the 34th District Court, currently in schematic design.

Project Manager – Hobbs + Black, Ann Arbor, MI

2013 - 2015

Oversee architectural/construction projects at various stages of progress, working with team members to meet contract objectives. Prepare drawings from pre-design through contract documents.

Key Projects/Contributions:

- **University of Michigan Credit Union, Ann Arbor, Michigan** – Currently in design - New construction of South State Street branch facility.
- **Macomb Community College, Warren, Michigan** – Renovation of building “E” and building “C”, these projects consist of complete demolition of the interior and a complete redesign with new offices, new efficient and spacious classrooms and ADA compliant toilet rooms.
- **West Farms Mall, Connecticut** – Renovation located in Farmington, Connecticut. Assisted on renovation project along with the design of the glass elevator.

Project Manager – Architects Alaska, Anchorage, AK

2005 – June 2013

Oversee architectural/construction projects at various stages of progress, working with team members to meet contract objectives. Prepare drawings from pre-design through contract documents, consult with clients to address and resolve issues. Additional tasks include code analysis, specification writing and construction administration.

Key Projects/Contributions:

- **Walgreens, 15,061 sq.ft.** – New construction located in Anchorage, Alaska. Trained an intern on this project on how to work with clients criteria drawings, layering system and working with consultants as a team to meet client needs and deadlines; in addition, kept track of permit progress, specifications, construction drawings, submittals and RFI's.
- **Walgreens, 15,061 sq.ft.** – New construction located in South Anchorage, Alaska. Project included site adaptation of Walgreens criteria drawings and specifications, meeting strict re-zoning and signage requirements of the municipal planning department. In addition, managing and coordinating construction documents with consultants, procuring building permits, construction administration, and informing Walgreens of the project progress.
- **Walgreens, -** Construction payment request inspections for the Walgreens Creekside store and the Dimond store, in Anchorage, Alaska. Prepared construction inspection documents for financial institution.
- **Simon Paneak Memorial Museum, 4,306 sq.ft.** – 2,884 sq.ft. Addition and renovation to an existing 1,422 sq.ft. Log building located in the remote village of Anaktuvuk Pass, Alaska. Challenging design aspects included integrating structural insulated panels with log lap siding to match and align to the existing log structure without looking like an addition.
- **Providence Hospital** – Real Estate Development, space planning suites to meet the needs of physicians for the various properties. Assisted in developing documentation for standard tenant build-out, both visually and text format in a manner that perspective lessee's can understand the less technical side of tenant build-out. Created documents for hand-off meetings, facilitating meetings and producing meeting

summary notes. In addition, prepared a document, which would aid in meeting the space needs for perspective tenants.

- **Aramark Harrison Lodging, 75 – room hotel, approximately 145,750 sq.ft.** - Challenging design, 3-story hotel located in Denali, Alaska. There is a three story central core gathering area which houses two hydraulic passenger elevators, and vending room. Each wing is rotated at a 12 degree angle, one wing has 36 guest rooms and the other wing has 39 guest rooms.
- **Evergreen Retail Center, 7,200 sq.ft.** – Designed small retail center in the city of Palmer.
- **Eagle River Retail Center, 9,600 sq.ft.** – Designed retail center with option for future retail growth in the City of Eagle River

Project Manager – ASCG, Anchorage, AK

2001 - 2005

Oversee architectural/construction projects at various stages of progress, leading team members to meet contract objectives. Prepare drawings and plan layouts, integrate engineering elements into unified design, and consult with clients to address and resolve issues. Detail any type of building, prepare scale drawings and contract documents for building construction. Prepare architectural portion of proposals and feasibility studies as needed.

Key Projects/Contributions:

- **Problem Resolution** – Assisted in repairing strained relationships with clients; offered suggestions on improvements in on time, on budget project completion.
- **ASRC Tower, 210,000 sq.ft.** – In joint effort with Rim Architects, designed 10-story structure that contains Anchorage offices of Arctic Slope Regional Corporation and its subsidiaries. Features include dramatic curved wall of glazing facing southeast, providing broad vistas inside building and strong sculptural statement on exterior.
- **Village Public Safety Officer Bldg.** – Assisted in design, development, and feasibility study for VPSO in Newtok.

Project Captain – GHAFARI ASSOCIATES, Dearborn, MI

1999 - 2001

In charge of managing projects, particularly in commercial and industrial sectors. Developed construction drawings that included external canopies, curtain wall glazing, interiors, various elevations, sections, and details. Attended consultant meetings, examined shop drawings, and ensured quality for all major elements (including drawing and office practice).

Key Projects/Contributions:

- **Flagstar Bank Headquarters, 373,000 sq.ft.** – Included atrium/main lobby, branch bank, training facilities, executive offices, boardroom, offices, and workstations for over 850 employees on 10 occupied floors. Designed building with 3 four-story wings arranged in tri-stair configuration connected by four-story atrium; exterior is brick-faced architectural pre-cast concrete with frameless, four-story curtainwall and a 30,000 sq.ft. basement.
- **Detroit Metropolitan Airport McNamara Terminal/Northwest World Gateway** – Designed multiple restaurants in conjunction with Bergmeyer Associates.
- **Arab Community Center for Economic & Social Service ACCESS Community Health Center** – Worked with project team in designing 24,000 sq.ft. Facility that met physical requirements and

CATHY MALEC, PAGE 4

organization's vision of "landmark" building. Utilized light-colored, split-faced concrete exterior that tied ACCESS social services building visually on same site. Designed 2-story high entrance with 30-foot arch.

Project Coordinator – CHRISTOPHER ENRIGHT ARCHITECTS, Birmingham, MI 1998 - 1999

Managed commercial, restaurant, and high-end residential projects from start-up to close-out. Developed and coordinated construction drawings, conducted fieldwork, and met with clients to gather ideas for incorporation into design.

Key Contributions & Accomplishments:

- **Project Fulfillment** – Completed projects included Copper Canyon Restaurant; Damon's Ribs Restaurant; Belle Tire Stores; and High-End Residential Additions in MI.
- **Damon's Ribs** – Designed "sports bar" style restaurant with family atmosphere. Adapted franchise design to fit into existing strip mall space.
- **Belle Tire** – Met design style/constraints to ensure each new store had unique characteristics. Depending on community, addressed challenge of meshing tire store with community.

Architectural Designer – ELLIS/NAEYAERT/GENHEIMER ASSOCIATES, Troy, MI 1996 - 1998

Completed architectural design and detailing. Produced construction documents for industrial, commercial, and health care facilities, including design development drawings.

Key Contributions & Accomplishments:

- **Project Management** – Met client requirements for series of architectural projects, including Parke Davis; William Beaumont Hospital; Borg Warner; St. Mary's Hospital; Volkswagen Car Museum; and General Motors Tech Center.
- **Volkswagen Car Museum** – Using existing office spaces, redesigned space to accommodate client's own collection of Volkswagens on 1st floor of west wing – Volkswagen of America Corporate Office Building (7,046 sq. ft.)
- **National Bank Of Detroit** – Participated in facility design and development for 1-story, 48,906 sq. ft. office expansion/ remodel.

EDUCATION & TRAINING

LAWRENCE TECHNOLOGICAL UNIVERSITY, Southfield, MI

Masters of Architecture and Design – 2001 – Graduated with distinction, 3.5
Bachelors of Science Architecture – 1998
Bachelors of Science Management – 1992

AFFILIATIONS:

Associate AIA ■ PMI ■ Form Based Codes
Was on the committee for the IBC – Non-Structural 2003 code review for the Municipality of Anchorage, Alaska