

**James M. Helm**  
**505 Jackson Hill Street #213**  
**Houston, Texas 77007**  
**Email-1: mh@markhelm.com Email-2: m.helm@rocketmail.com**  
**Cell: 281-727-9136**

***EMPLOYMENT / QUALIFICATION SYNOPSIS***

Over twenty years professional experience working on a number of successful building and design projects of various scales and complexities in capacities which ranged from Lead Designer and Project Architect to Senior Technical Leader and Construction Administrator. Of this total experience, roughly fourteen years have been in the added role of team leader or supervisor directing, mentoring and advising in-house project teams ranging in size from one-six individuals on multiple simultaneous projects.

Mr. Helm provides the team with the insight, understanding, creativity and resourcefulness developed through years of experience working on numerous diverse projects effecting all phases of the architectural delivery cycle including problem definition, conceptual and schematic design, design development, construction document development, quality control/quality assurance and coordination of the design and construction project team.

Specializing primarily in institutional/commercial building and project types, Mr. Helm has developed extensive design and technical experience with type I/ II building core and shell design and development, coupled with broad code, specification and materials knowledge and application experience.

Mr. Helm brings to the team extensive knowledge and experience in computer aided design and drafting (CADD) deployment, implementation, optimization and customized application utilization methods (i.e. production models, application/process specific user environment shells...etc.).

Throughout his years of work experience Mr. Helm has continually responded to each client’s unique and challenging problems, designing and delivering distinctive contextual solutions on schedule and within budget.

***EMPLOYMENT CHRONOLOGY***

- 2012-2013      CSC (*sub-contractor: Q-Staff*)
- 2008-2012      URS
- 2008            MORRIS
- 2006-2008      EDI
- 2001-2006      WHR Architects
- 1998-2001      BHA Architects
- 1998            Ziegler Cooper Architects
- 1996-1998      PBK Architects

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***EMPLOYMENT EXPERIENCE*** (JOB POSITION SUMMARY BY FIRM)

CSC (Computer Science Corporation) Applied Sciences 2012-2013 (*sub-contractor: Q-Staff*)  
Houston, TX | Facilities Services Contractor @ NASA Johnson Space Center (JSC)

**GIS/CAD Team and Architectural Design Support:** Provide wide range of architectural services to NASA Johnson Space Center campus as part of facilities contract. Responsible for creating 3-D/GIS model of JSC campus utilities/infrastructure dating from 1965 to present utilizing Bentley Micro-station, Bentley MAP, SQL server database, ESRI ArcGIS software and Trimble GPS/GNSS and Robotic Total Station survey equipment for use in future master planning, design, construction, maintenance and facilities management.

URS Corporation 2008-2012  
Houston, TX | Commercial / Institutional Architecture

**Project Architect/Designer:** Assisted start-up and initiated architectural design and production operation systems for URS Houston's newly formed facilities department, and developed with minimal assistance, into a successful department within the organization consistently producing high quality client centered results. Specific roles on each project were architectural programmer, client and consultant liaison, lead designer, project architect, specification writer, building code and life safety analyst, CADD administrator, interior designer, QA/QC and permitting coordinator, and construction administrator. Supervised architectural department staff consisting of two architectural designers and directed structural engineering staff on converting and transferring skills from civil industrial design to building architecture.

Morris Architects 2008  
Houston, TX | Hospitality Architecture

**Designer:** Directed small staff of interns and interior designers on design, development and documentation of client specific Hotel projects associated with the Marriott Corporation brand. Was primary client and consultant project liaison, performed building code and life safety analysis, and managed QA/QC/permitting process and construction administration. Performed various other project work related tasks on an as needed basis as assigned by Senior Project Architect, Associate Studio Principal or Studio Principal.

EDI Architecture 2006-2008  
Houston, TX | Hospitality Architecture

**Project Architect** – Primary responsibility was for design, construction documentation and specification of 10mil+ hotel (Hilton Savannah Desoto) re-branding and renovation effort in downtown Savannah Georgia historical district; principal point of contact for clients and consultants. Developed and submitted documents and exhibits for historical board and regulatory approval.

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**Sr. Project Designer** – Responsible for design, development and documentation of major elements for new 180 million + resort hotel (Disney Animal Kingdom Lodge) including main lobby composite window wall structure, grand stairway and hyperbolic roof system. Responsible for designing, developing and documenting core building elements including all egress stairs and elevator systems. Responsible for life safety evaluation, building code analysis and materials/specification research.

WHR Architects 2001-2006  
Houston, TX | Healthcare Architecture

**Sr. Project Technician** – Responsible for master planning, design, development and documentation of major components of large scale/scope projects; periodically supervised other project staff as necessary to complete task(s) as required to meet project schedule. Had extensive client interaction throughout project; researched, prepared and presented major presentations to executive/senior TMH administrative and medical staff. Supported/lead project consultant coordination/supervision, and performed primary C/A support role for 100 million + rebuild/renovation project.

Busch, Hutchison Associates 1998-2001  
Baytown, TX | Educational Architecture and Commercial Architecture

**Project Manager/Designer** – Responsible for design, design development and documentation for over 20 million in construction. Lead small team of 1-4 interns. Additional responsibilities included acting as point of contact for consultants. Developed new in-house CADD standards, design and production processes.

Ziegler Cooper Architects 1998  
Houston, TX | Commercial Architecture

**Sr. Project Technician/Designer**– Responsible for conceptual design through construction documents of major project elements/components as assigned by project architect, manager or principal. Performed work on a diverse range of assignments and commercial project types.

PBK Architects 1996-1998  
Houston, TX | Educational Architecture

**Designer/Project Architect**– Responsible for conceptual, schematic, and design development of numerous school (k-12) projects under direction of principal/project designer. As project architect was responsible for code and material research, design development, construction documentation, consultant coordination and supervision of additional staff as required for meeting project schedule. Lead development of new CAD document standards and automation processes with the goal of increasing accuracy, completeness and consistency of project deliverables.

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### ***AREAS OF SPECIALIZATION***

Architectural Programming / Problem Synthesis

Architectural Design

Type I / II Building Design

Detail Technical Development

Building Code Analysis

Facilities Assessment

Hazard Mitigation Analysis & Solution Development

CAD Management

### ***I-T EXPERIENCE SUMMARY***

#### Operating Systems:

MS Windows 7, Mac OS X, IBM AIX/Unix

#### Programming:

SQL, HTML, JavaScript, Auto-LISP, Visual Basic

#### Business Applications:

MS Office Suite 2010, Adobe PS, IBM Lotus

#### CADD / Modeling / AEC Industry Applications:

AutoCAD 2012, AutoCAD Architectural Desktop, Bentley Micro-Station V8i s3, Bentley MAP, ESRI ArcGIS, SQL Server Database, REVIT 2008, Sketch Up, IBM AEC CAD, NAVIS-Works, MasterSPEC, AIA Contract Documents Software 2011, MS Project, Trimble Business Center desktop survey software

#### Network Environment:

PC Workstations on Distributed Network/WAN;  
Intranet Services for On-Line Expense Reporting,  
Time-keeping, Training; QA/QC & Safety Support

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***EDUCATIONAL SUMMARY***

Marketing, Management and Computer Science  
**University of Houston, Clear Lake Texas**

Architecture/Architectural Design, Environmental Sciences,  
Building Systems/Materials/Structures, Architectural History  
Computer Applications

***Bachelor of Environmental Design***  
**Texas A&M University, College Station Texas**

Computer Information Systems; Programming,  
Civil Engineering and General Sciences,  
Business Administration and Economics  
**Lee College, Baytown Texas**

***PROFESSIONAL LICENSURE***

NCARB Intern Development Program (IDP) <completed>  
Architectural Registration Exam (ARE) Candidate

***ORGANIZATIONS***

Project Management Institute (PMI)  
Construction Specification Institute (CSI)

***FEDERAL SECURITY/SUITABILITY CLEARANCE***

Level 1   Non-Sensitive	Form SF85	NACI / HSPD-12 PIV Card	expires 2/2018
Level 5   Public Trust	Form SF85P	NACI + Credit	

*\*\*\*References, Letters of Reference, Portfolio and work sample(s) available.*