Kelsey Kaiser

Registered Architect
USGBC LEED Green Associate

EXPERIENCE

Saltsman Brenzel Design & Construction
Architect, Project Manager | Boston, Massachusetts | September 2020 to Present
- Generated design concepts for residential and commercial clients
- Managed digital building models and drawings
- Developed cost of construction estimates based on design scope
- Researched and selected product specifications and finishes
- Procured raw materials and coordinated subcontractor schedules for timely completion of projects
- Oversaw on-site construction details
- Collaborated in the development of client invoices
- Developed and implemented marketing strategies, awards submissions, and online outreach methodologies
- Managed contract negotiation an execution

MDS | Miller Dyer Spears
Job Captain, Designer | Boston, Massachusetts | February 2018 to July 2020
- Developed design concepts for supervisor and client presentations
- Generated architectural drawings for educational, healthcare, and office projects through the use of digital building models
- Coordinated engineering drawings with architectural drawings
- Reviewed submittals and observed field conditions during construction administration site walks
- Developed sustainable office knowledge dissemination processes
- Advanced LEED documentation credit strategies and created templates for project submissions
- Produced concepts and managed office pinup boards for marketing efforts

MASS Design Group
Architectural Intern | Boston, Massachusetts | June 2016 to December 2016
- Researched products and materials for community memorial project
- Developed construction details and graphics for construction document set
- Analyzed project implementation and post-occupancy impacts of projects on the individual and communities
- Generated project marketing and direction for architectural monograph

CTA Architects Engineers
Architectural Intern | Austin, Texas | May 2015 to August 2015
- Assisted with design development, construction details, and documentation for large commercial projects
- Collaborated on design presentations, project finishes, and specifications for client approval

The University of Texas at Austin
Solar Decathlon Research Assistant | Austin, Texas | January 2014 to May 2014
- Researched and compiled zoning and building codes
- Determined initial project concepts for contest
- Created lesson plans for architecture studio
- Designed and maintained project website

What.It.Is Creative
Graphic Design Intern | Austin, Texas | June 2012 to August 2012
- Designed print and digital layouts
- Generated digital illustrations
- Edited photography for print and digital formats
- Maintained and managed content for client websites

Rocca Productions
Graphic Design Intern | Austin, Texas | June 2012 to August 2012
- Generated product book design and sales packaging
- Developed flyer layout designs for clients

EDUCATION
University Of Texas at Austin
Master of Architecture, First Professional | May 2017

University Of Texas at Arlington
Bachelor of Fine Art in Studio Art | May 2013
  Concentration Visual Communication
  Minor in Business Administration

ACTIVITIES
NCARB Think Tank Committee | 2021
BSA Global Design Initiative for Refugee Children | 2019 to 2020
U.S. Department of Energy Solar Decathlon | 2013 to 2015
University of Texas at Arlington Softball Team | 2009 to 2012
CERN - European Organization for Nuclear Research | 2008

COMPETITIONS
Allston Art Box | July 2020
Rotch Traveling Scholarship | February 2020, February 2021
Walls on Western | 2019

HONORS AND AWARDS
BRAGB | PRISM Awards Best Single Family Home: Over 8,000 SF | 2023
U-Texas | School of Architecture Academic Excellence Nominee | 2014, 2016
U-Texas | School of Architecture Mebane Travel Scholar | 2015
U-Texas at Arlington | Intercollegiate Athletic Scholar | 2009 to 2012

SKILLS AND KNOWLEDGE

Architecture:	Archicad, Autodesk (AutoCAD, Revit), Bluebeam, CoveTools, Enscape, Lumion, Rhino, Sefaira, Sketchup, Twinmotion, VRay
Graphic Design:	Adobe (Illustrator, InDesign, Photoshop, Premiere Pro), Affinity (Photo, Designer, Publisher)
General:	Google (Docs, Sheets, Slides), Microsoft Office (Excel, Powerpoint, Sharepoint, Teams, Word)
Marketing:	Facebook, Instagram, Later, LinkedIn, X (Twitter)
Web and *Programming*:	Squarespace, WordPress, HTML, XHTML, CSS, jQuery, PHP