

Best Practices for Updating Your Master Resume

The Importance of the BL Resume

The Basics



What is a Master Resume?

- Comprehensive Document
  - not tailored
  - updated regularly
- Owner
  - Marketing - coordinate for updates

Importance of Resumes

- Professional Snapshot
- Marketing Tool

Why We Need Resumes Current & Relevant

- Client Proposals
- Professional Certifications/Skills

What to Update?



ROLE/TITLE

CERTIFICATIONS/
LICENSES

PROJECT
EXPERIENCE



Which projects should I put on my resume?

Projects you billed time to
Projects you contributed to
Clients or Programs you managed

What about Programmatic Work?



Programmatic work like Amazon, Pivot, and CTDOT CLE should still go on your resume! Here's some suggestions for how to handle big, multi-project programs:

One Big Description

Group Projects by Type

Group Projects by Location

How to write a “good” project description



- Include your individual responsibilities on the project
- Mention basic project facts (client, location, size, dates)
- Mention how we helped the client meet their needs
- Keep it brief

How to write a "good" resume description



who's the client?

High School Addition, Town, State

BL Companies was selected to provide design services for a new addition to an existing high school. The new space added more classrooms as well as some science labs. The project was finished five years ago.

individual Responsibilities?

How to write a "good" resume description



High School Addition, Town, State
BL Companies was selected by ***Town*** to provide design services for a new **10,000 SF** addition to its only high school, which had outgrown its existing space. The new addition featured four classrooms as well as two new science labs, creating enough space to comfortably educate its growing student population. ***Name*** served as ***Role*** for the project and was responsible for ***X, Y, and Z***. Design was completed in **2018** with construction completed in **2020**.

- ✓ Client?
- ✓ Size?
- ✓ Dates?
- ✓ Results?
- ✓ Individual Responsibilities?



Did You Know?

BL has a style guide to keep things consistent throughout everyone's writing, including resumes.

Style Guide Basics



State Names

States are always abbreviated, except when part of a proper noun. (e.g., don't say State of CT, say State of Connecticut)

Numbers

Numbers 1-10 are spelled out, unless it's not a whole number.

Numbers 11+ use the numeral instead, unless the first word of a sentence.

Currency always uses numerals.

Units of Measurement

Most measurements are spelled out.
The following are abbreviated:

Square foot = SF
Linear foot = LF
Pounds per square inch = PSI
Fahrenheit = F
Kilowatt = kW
Megawatt = MW

Acronyms

We don't use periods between letters of an acronym (e.g., it's PE not P.E.)

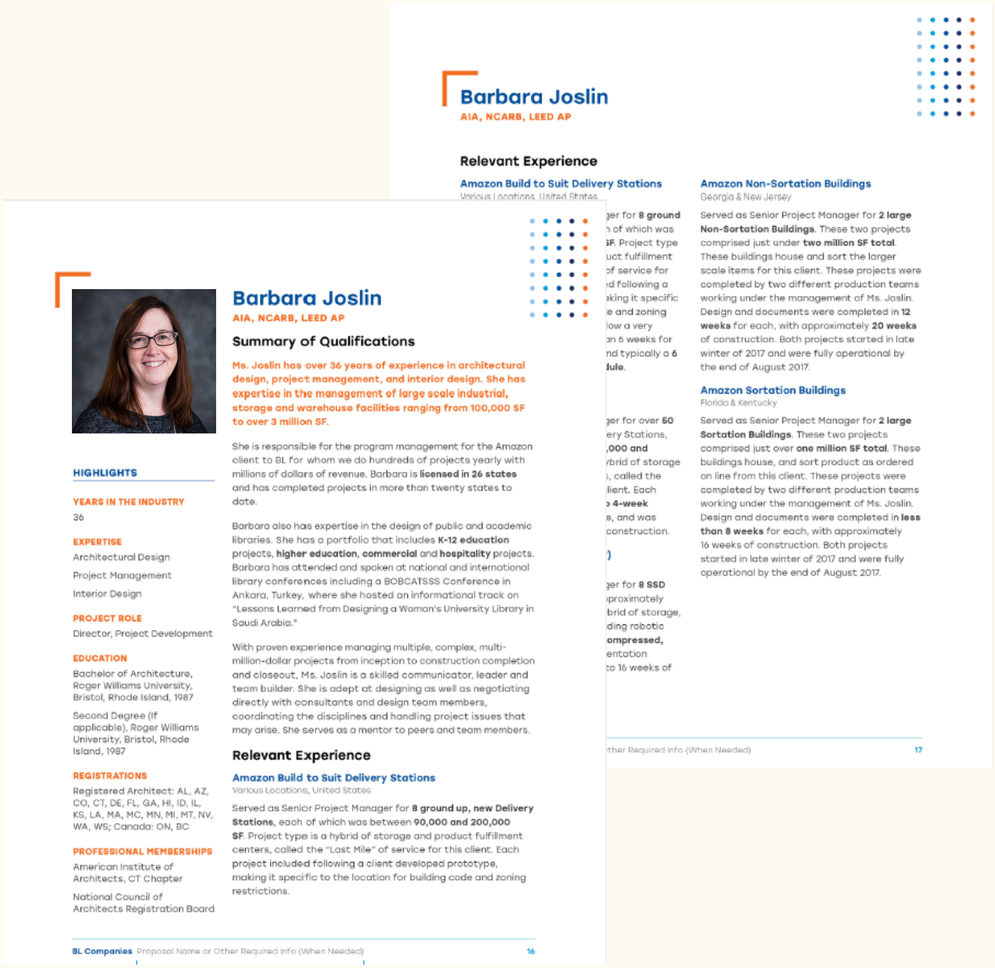


Best Practices for Resume Updates

- Update throughout the year - don’t wait for October
- **Don’t create multiple versions of your resume** - you only need one master resume
- Don’t delete old projects just because they’re old

Update your resume in Word!

- We have new InDesign templates for resumes as well as our other marketing materials.
- **Resumes updates are made in Word**, not InDesign.
- **Track Changes in Word Document.**
- Marketing will format.



Barbara Joslin
AIA, NCARB, LEED AP

Relevant Experience

Amazon Build to Suit Delivery Stations
Various Locations, United States

Amazon Non-Sortation Buildings
Georgia & New Jersey

Served as Senior Project Manager for **2 large Non-Sortation Buildings**. These two projects comprised just under **two million SF total**. These buildings house and sort the larger scale items for this client. These projects were completed by two different production teams working under the management of Ms. Joslin. Design and documents were completed in **12 weeks** for each, with approximately **20 weeks** of construction. Both projects started in late winter of 2017 and were fully operational by the end of August 2017.

Amazon Sortation Buildings
Florida & Kentucky

Served as Senior Project Manager for **2 large Sortation Buildings**. These two projects comprised just over **one million SF total**. These buildings house, and sort product as ordered on line from this client. These projects were completed by two different production teams working under the management of Ms. Joslin. Design and documents were completed in **less than 8 weeks** for each, with approximately 16 weeks of construction. Both projects started in late winter of 2017 and were fully operational by the end of August 2017.

Barbara Joslin
AIA, NCARB, LEED AP

Summary of Qualifications

Ms. Joslin has over 36 years of experience in architectural design, project management, and interior design. She has expertise in the management of large scale industrial, storage and warehouse facilities ranging from 100,000 SF to over 3 million SF.

She is responsible for the program management for the Amazon client to BL for whom we do hundreds of projects yearly with millions of dollars of revenue. Barbara is **licensed in 26 states** and has completed projects in more than twenty states to date.

Barbara also has expertise in the design of public and academic libraries. She has a portfolio that includes **K-12 education** projects, **higher education**, **commercial** and **hospitality** projects. Barbara has attended and spoken at national and international library conferences including a BOBCATSSS Conference in Ankara, Turkey, where she hosted an informational track on "Lessons Learned from Designing a Woman's University Library in Saudi Arabia."

With proven experience managing multiple, complex, multi-million-dollar projects from inception to construction completion and closeout, Ms. Joslin is a skilled communicator, leader and team builder. She is adept at designing as well as negotiating directly with consultants and design team members, coordinating the disciplines and handling project issues that may arise. She serves as a mentor to peers and team members.

HIGHLIGHTS

YEARS IN THE INDUSTRY
36

EXPERTISE
Architectural Design
Project Management
Interior Design

PROJECT ROLE
Director, Project Development

EDUCATION
Bachelor of Architecture, Roger Williams University, Bristol, Rhode Island, 1987

Second Degree (If applicable), Roger Williams University, Bristol, Rhode Island, 1987

REGISTRATIONS
Registered Architect: AL, AZ, CO, CT, DE, FL, GA, HI, ID, IL, KS, LA, MA, MC, MN, MI, MT, NV, WA, WS; Canada: ON, BC

PROFESSIONAL MEMBERSHIPS
American Institute of Architects, CT Chapter

National Council of Architects Registration Board

Relevant Experience

Amazon Build to Suit Delivery Stations
Various Locations, United States

Served as Senior Project Manager for **8 ground up, new Delivery Stations**, each of which was between **90,000 and 200,000 SF**. Project type is a hybrid of storage and product fulfillment centers, called the "Last Mile" of service for this client. Each project included following a client developed prototype, making it specific to the location for building code and zoning restrictions.

BL Companies Proposal Name or Other Required Info (When Needed) 16