

# SEAN DAVID DOUGHTIE

## **PROJECT MANAGER:**

As a project manager, my responsibilities included meeting with clients and construction manager to determine the scope of work, developing fee proposal and coordinate design phase with project schedule. Responsibilities during the design phase of the project include selecting consultants, coordinating field investigation, communicating information between consultants, meeting permit/construction schedule, locality code research, developing construction documents and review/coordinate construction documents. Responsibilities during the construction phase of the project include inspections, incorporating client revisions and as-built drawings.

## **PROJECTS:**

Birdneck Office/Warehouse Phase 1, Virginia Beach, Virginia  
Birdneck Office/Warehouse Phase 2, Virginia Beach, Virginia  
Christopher Newport University Student Center Addition  
Elm Grove Historical Restoration, Wakefield, Virginia  
McDonald's Norfolk State (Renovation)  
McDonald's Lovington, Virginia (Renovation)  
McDonald's Shoppers World, Richmond, Virginia  
McDonald's South Park, Richmond, Virginia  
McDonald's Vinton, Virginia Addition  
Pizza Hut Salisbury, Maryland  
Pizza Hut Kemps River, Virginia Beach, Virginia  
Pizza Hut/Kentucky Fried Chicken Hilltop, Virginia Beach, Virginia  
Pizza Hut Kiln Creek, York County, Virginia  
Pizza Hut Holly Point, Chesapeake, Virginia

## **CADD DEPARTMENT MANAGER:**

As CADD Department Manager, my responsibilities included balancing man-hours and workload to meet project schedules in a timely and cost effective manor. Related responsibilities include staffing the CAD department, educating and evaluating CAD staff, developing company CAD standards, creating a CAD manual and details library. Also created programs, scripts, menus and common network folder to improve efficiency and allow for painless updates.

## **SECOND SHIFT SUPERVISOR:**

Second shift supervisor, was responsible for the scheduling of work and maintaining work performance. Developed an illustrated Standard Operating Procedures manual on converting drawings to Intergraph for new users.

MEMORANDUM: NOV. 19, 1992

TO: JERRY NOWICKI

FROM: KATHY MILLER

SUBJECT: 2ND SHIFT LEADPERSON

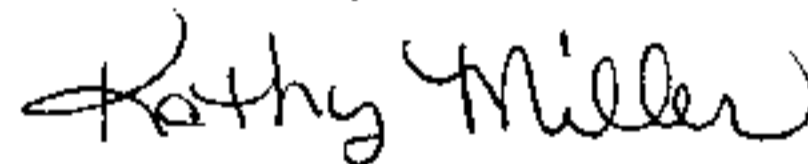
Sean Doughtie, who has proven himself to be a very responsible and dedicated employee, has agreed to act as 2nd shift leadperson for the Drafting Department. He will have the following responsibilities:

1) Any 2nd shift personnel who will be late or absent from work and are unable to contact the Drafting Supervisor prior to 2nd shift hours, will notify the second shift leadperson of their absence.

2) If at any time, an employee is in need of additional work, it will be assigned by the 2nd shift leadperson.

3) At the end of the shift, all completed work will be consolidated by the 2nd shift leadperson and documented for the Drafting Supervisor.

Sincerely,



Kathy A. Miller  
Drafting Supervisor

cc: T. Fowler  
E. Brown  
M. Crabs