

# DUSTIN W. GOFFRON, AIA, LEED AP, CDT, EDAC

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## ARCHITECTURAL PROJECT MANAGER

*Demonstrated success leading and coordinating high-profile commercial projects*

Dynamic and detail-oriented professional highly skilled in driving timely completion of unique architectural projects, ensuring strict adherence to client requirements, design intent, building codes and zoning regulations. Develop tools and processes that improve project quality, optimize efficiency, streamline operations and facilitate access to information. Outstanding leader, communicator and relationship builder. Excel in challenging, deadline-driven environments. Licensed architect.

### Highlights of Expertise:

- Project Management
  - Building Code Review
  - Project Coordination
  - 3D Modeling
  - Construction Document Production
  - Municipal Permits
  - Process Improvement
  - Training and Team Building
  - Client Relations
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## EXPERIENCE

SOOS ASSOCIATES, Lincolnshire, IL

2009

### **Architectural Project Coordinator**

Coordinated clients' design specifications with building code requirements to develop construction drawings, including mechanical, electrical and plumbing design, for retail remodels. Researched local zoning, building ADA and energy efficiency codes; prepared and submitted documentation to multiple municipalities to obtain building and health department permits. Performed field verification.

- Developed more efficient process for building permit procurement, decreasing the amount of time for receiving permits from weeks to days.
- Consistently met deadlines and maintained high level of client satisfaction.
- Projects included multiple retail remodels of Enterprise Rent-A-Car and Starbucks Coffee locations.

IPSA CORPORATION, Chicago, IL

2002 – 2009

### **Project Manager**

Retained following internship to manage all stages of architectural projects. Supervised three interns completing approximately 125 projects per year. Drafted proposals and oversaw development of construction drawings; managed client invoicing. Reviewed drawings for code compliance and design intention. Prepared and revised documents and drawings for city approval, liaising with government municipalities and building inspectors. Trained team and conducted weekly planning meetings. Prepared clients for court procedures with the Department of Administrative Hearings.

- Established streamlined permitting process, which decreased permit turnaround times from weeks to days.
- Organized project tracking system, which resulted in improved billing and status review efficiency.
- Developed training program that improved the accuracy of the interns' construction drawings.
- Tested new staff as a part of the interview process to determine skill level.

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- Assumed additional leadership roles to improve construction drawing turn around time; learned mechanical, plumbing and electrical design, minimizing the need for specialized consultants and reducing costs for the client.
- As an intern, developed client and project database to facilitate information retrieval; created a technical drawing detail library to achieve increased construction drawing efficiency.

MATOCHA ASSOCIATES, Oakbrook, IL

2002

**Architect Intern**

Working under the supervision of a licensed architect, developed, revised and assembled construction drawings for U.S. Cellular retail stores, updating construction documents to incorporate plumbing, electrical and mechanical drawings from engineering consultants.

- Revised detail libraries resulting in a streamlined process for creating construction documents.

GENSLER, Chicago, IL

1998 – 2001

**Architect Intern**

Collaborated in teams of 3-5 architects to produce construction documents. Prepared cost estimates and bidding documents.

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**EDUCATION AND CREDENTIALS**

**Bachelor of Arts in Architectural Studies**

THE UNIVERSITY OF ILLINOIS, Chicago, IL (2002)

*Professional Licenses*

Licensed Architect – Illinois & Wisconsin

**Certifications**

LEED AP Building Design and Construction

Evidence-based Design Accreditation and Certification

Construction Document Technologist

Autodesk AutoCAD Certified Professional (2010, 2011, 2012 & 2013)

Autodesk Revit Architecture Certified Professional (2010, 2011, 2012 & 2013)

State of Illinois – Capital Development Board Project Manager

*Technical Proficiencies*

AutoCAD 2014, 2013, 2012, 2011, 2010, 2007, 2000; Revit Architecture 2014, 2013, 2012, 2011, 2010; Adobe Photoshop; MS Word, MS Excel, MS Outlook; Department of Energy COMCheck / RESCheck

**Awards**

President's Volunteer Service Award

**Affiliations**

American Institute of Architects

University of Illinois Architecture Alumni Association

Habitat for Humanity Lake County

Toastmasters International