

# SUSAN MINER, AIA

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To promote and deliver design excellence within the built environment by utilizing effective communication, leadership, creativity and experience. To develop and elevate “place” with an overarching responsibility of sustainably, inclusivity, human health, safety and delight. These foundational ideals in balance with budget and schedule maintenance, drive exceptional project results.

- Continual Process Improvement
- Program Development
- Project Scheduling and Maintenance
- Budget Estimating and Management
- Execution and Logistics
- Emotional Intelligence
- Self-Motivated
- Communicator
- Design Thinking and Futurist Tendencies
- Continuous Learner

## EXPERIENCE

09/2010 – PRESENT

**SENIOR PROJECT MANAGER / ARCHITECT, COLORADO SCHOOL OF MINES**      GOLDEN, CO

As a project manager and architect at a smaller public institution (~6700 students, 373-acre campus) the various required roles and responsibilities has provided a unique breadth and depth experience; from in-house design efforts to hiring and coordinating world-class design teams on large Capital projects. Comfortable with ambiguity and crafting solutions by soliciting input from others but ultimately making the decisions. Enjoy leading small groups through the design process and then representing the owner’s interest and investment throughout construction and occupancy.

- Lead design and construction projects with budgets ranging up to **\$200M**.
- Manage **30-45 projects simultaneously** with various scales and delivery methods.
- Project types and spaces include both new buildings and remodels, examples include a Welcome Center, Heating Plant, Lab Buildings and lab spaces, Student Services, Entrepreneurial and Maker Space Complex, Auditorium, Offices, Athletic complex, Academic buildings, classrooms, Library renovations, café and food service, lounge space, house-to-office conversions, etc.
- Graduated **Mines Leadership Institute**, a year long course designed to coach participants in critical and strategic thinking, self-realization and to further develop leadership skills. This course was offered to an exclusive cross-section of Mines by invitation and recommendation only.
- **Chaired Committee** for Shared Spaces on Campus throughout the COVID-19 pandemic to successfully maintain in-person learning for the campus community.
- **Designed COVID-19 signage standards** that were implemented throughout campus.
- Led efforts to install AV infrastructure to support **virtual classrooms** throughout campus in order to achieve hybrid in-person and on-line classes in preparation for Fall 2020.
- **Supervise a direct report** Junior Architect on staff; develop performance plan, perform annual review, weekly update meetings and professional mentoring.
- Managed **complex Laboratory Building** design and related Infrastructure project (\$200M) through Design Development, project put on hold due to pandemic.

- **Collaboration and communication** with project design teams, consultants, occupants, contractors, Facilities Management and other internal departments, Deans, Department Heads, Mines leadership and various outside entities.
- Ability to **understand and interpret IBC (International Building Code)**
- **Develop scope, program, budget and schedule** for all new projects.
- Participate on selection committees for RFQ / RFP processes and interviews.
- Provide direction and thorough review of design documents from consultants.
- Facilitate bidding process and review all RFIs, submittals and change orders.
- Ensure projects adhere to **Campus standards and program** requirements.
- **Identify Owner's scope and procure** goods & services such as; hazardous materials removal, special inspections, cost estimating, code consulting, signage, furniture design and procurement, equipment, relocation services and specialty installations such as donor walls, art installations, museum displays, branding initiatives, etc.
- **Collaborate closely with the University Architect** on numerous campus planning initiatives.
- **Deliver projects on time and under budget** consistently using both the DBB (Design/Bid/Build) and the CMGC (Construction Manager/General Contractor) delivery methods.
- Act as pro tem **State Delegate with signing authority** when State Delegate is absent.
- Work closely with Federal entities (United States Geological Survey and General Services Administration) on collaborative projects.
- Conflict resolution through excellent record keeping and negotiations.
- **Developed Project Charter template** to streamline project hand off documentation between Capital Planning and Design to the Office of Design and Construction.
- **Developed furniture standards** and procurement policy for Campus.
- Organized numerous entire department relocations with new buildings and remodels. Handled all the logistics, including sensitive equipment moves and the interpersonal communications and **change management**.
- **Fostered relationships** from senior Executives to custodial staff to promote inclusion, sense of community and consensus building throughout Mines.
- Implementation of **green building practices** at all levels of construction, focused on LEED Gold certification on larger capital projects.
- Participated in the **Diversity and Inclusion committee** for the Operations and Infrastructure Division, developing tasks and goals to better facilitate inclusion at Mines.

**10/2018 – PRESENT**

**SENIOR ARCHITECT, MINER & COMPANY**

LAKWOOD, CO

This has been a part time support role of a family company if architectural consulting is required on a project.

- Collaborated on replat and entitlement process for warehouse project
- Client interface and architectural consulting
- Design and coordination of prefabricated housing units

**11/2007 – 09/2010**

**OWNER, Q ARCHITECTURE**

DENVER, CO

As the founding principal, responsibilities included everything from marketing and accounting to design and drafting.

- Marketing and client interface
- Proposal writing
- Residential remodels and additions
- Commercial projects, remodels and tenant finish

01/2002 – 09/2007

**ARCHITECT, H+L ARCHITECTURE (TREANOR HL)**

DENVER, CO

H+L provided opportunities within all phases of the construction project. Experience from early design through construction documents and construction administration within the Education segment (K-12 and Higher Education).

- Higher Education program plan writing
- Research and conceptual design
- Construction document creation from Schematic Design through Bidding Process.
- Construction Administration through close-out

**SUMMER 2001, 1999 AND 1998**

**ARCHITECTURAL INTERN, GERE DISMER ARCHITECTS**

ROCK ISLAND, IL

Working for this generalist firm early in my career was extremely beneficial to gain exposure to multiple project types. Responsibilities included evaluation and recording of existing conditions, schematic through construction documents, model building, historic preservation and interior architecture.

**SUMMER 2000**

**ARCHITECTURAL INTERN, THOMPSON VENTULETT STAINBACK & ASSOC.**

ATLANTA, GA

Responsibilities included drafting, construction documents, model building, coordination of presentation materials and interior architecture of a new convention center.

## **EDUCATION**

**APRIL 2001**

**MASTER OF ARCHITECTURE, UNIVERSITY OF MICHIGAN**

ANN ARBOR, MI

Area of Emphasis: Urban Design

Presented academic paper at Association of Collegiate Schools of Planning Conference

**MAY 1999**

**BACHELOR OF SCIENCE – ARCHITECTURAL STUDIES, UNIVERSITY OF ILLINOIS**

URBANA-CHAMPAIGN, IL

Study abroad program at L'Ecole d'Architecture; Versailles, France 1997-1998

## **ACTIVITIES, ASSOCIATIONS AND TECHNICAL SKILLS**

- Colorado Architect License #400809
- American Institute of Architects member
- LEED Accredited Professional
- Mines Leadership Institute graduate
- Diversity and Inclusion Committee for Operations and Infrastructure Division
- Society of Collegiate University Planning member
- NCARB member
- AutoCAD; Microsoft Office (Excel, Project, etc); Bluebeam