

PAUL J. VERHEYDEN, ARCHITECT – PROJECT MANAGER

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Activities as Architect for Technical Services, US Customs & Border Protection – Aug. 2020 – Aug. 2024

A. Responsibilities

1. Performed a variety of assignments such as conducting architectural studies, developing design concepts and design criteria.
2. Produced 2D & 3D CAD drawings, renderings, layouts, models, and construction documents for variety of projects.
3. Reviewed and created Statement of Work for variety of design, construction and maintenance projects, including scope and task lists and supporting documentation for completion.
4. Reviewed, approved and issued detailed design and construction drawings and specifications prepared by others.
5. Performed and reviewed portfolio planning including capital improvements, budgeting, alternative analysis, and cost estimates.
6. Ensured Government, state, and local regulations, codes, directives and standards are met.
7. Experienced in adaptive reuse, building renovation, expansion, and new construction.
8. Worked closely with internal teams to conceptualize, design and produce project documentation.
9. Set, monitored and maintained project budgets, work plans, and schedules through all phases of the design process.

B. Skills & Experience

1. Application of architectural design standards, practices, and techniques, including sketching, rendering, and presentation drawings.
2. Proficient in AutoCAD and other software packages typically associated with architectural design.
3. Knowledge of code requirements and ability to efficiently interface with agencies having jurisdiction
4. Traveled to 20 facility locations within the U.S., including St. Thomas, VI.
5. Acquired CBP Suitability security clearance.

C. Accomplishments

1. Led team of internal and external staff to complete cost estimates, scopes of work & supporting documentation for 77 minor construction & alteration (MCA) projects worth \$35 million for 2025 with 13 facility managers for entire U.S.
2. Led team of internal and external staff to create, edit and maintain Design Standards for Air & Marine facilities nationwide.
3. Created, maintained and updated a list of all activities for all projects with tracker for customers & staff to view project status & progress.
4. Attended many meetings for many projects to review & comment on project status, documentation, scope & schedules.
5. Traveled to 20 facility locations within the U.S., including St. Thomas, VI. Performed facility condition assessments of architectural scope including compliance to codes and design standards.
6. Coordinated work scope, including review and comments of documents with other disciplines including civil, structural, mechanical, electrical, plumbing, furniture & equipment, security, landscaping.
7. Created checklists for many scopes of work for variety of facilities design, construction, renovations and maintenance projects.
8. Made annual Power Point presentations with Microsoft Teams to dozens of internal and external staff of tools and processes that Technical Services staff provides.

Reason for leaving:

On July 29, 2024, I was given notice that “effective July 31, 2024, you are terminated due to job elimination”.

I am currently looking for full time employment where I can give my experience and skills for many more years.