

E.A. Maynard

Education

- **Bachelor of Science in Business Administration (BSBA)**
Ohio Dominican University – 2003 – 2008
- **Project Management Training**
Simplilearn Alumni – 2017 – 2018
- **Architecture Studies**
Columbus State Community College – 2009 – 2011
- **Two-Year Certificate in Industrial and Residential Electrical**
Vanguard Vocational Center – 1996 – 1998
Worked as an electrical apprentice with Fellhauer Electric during program.

Skills

- **Design & BIM:** Revit, AutoCAD, Bluebeam, BIM Standards Creation, BIM Management, Space Planning
- **Project Management:** Project Planning, Construction, Budgets, Pricing, Process Scheduling, Contract Negotiation
- **Sales & Leadership:** Sales Management, Direct Sales, Account Management, Team Building, Leadership
- **Technical:** Microsoft Office, WordPress, Web Design
- **Industries:** Foodservice, Hospitality, Construction, Retail
- **Soft Skills:** Customer Service, Time Management, Negotiation, New Business Development

Licenses & certifications

OSHA 30-Hour Construction Industry Outreach
360training – Issued November 2021

Experience

Design Specialist

Singer Equipment Company – Remote

April 2022 – Present

- Collaborate with clients, architects, and cross-functional teams to align project vision, resolve issues, and design efficient foodservice spaces with detailed construction documents.
- Lead development of BIM Book, project templates, and custom Revit families, optimizing design workflows.
- Train and mentor designers in advanced Revit techniques, enhancing team proficiency.
- Coordinate with purchasing and project management teams to ensure seamless project execution.
- Continuously expand Revit expertise through self-directed learning and remote manufacturer training.

Business Owner

Gremlin Publishing – Herndon, VA

March 2021 – Present

Publish diverse media (podcasts, books, educational courses) for public consumption, managing all aspects of content creation and distribution.

Senior Project Designer

Innovative Foodservice Group – Herndon, VA (Remote)

December 2021 – April 2022

- Developed comprehensive foodservice documentation, including floor plans, MEP requirements, 3D renderings, and equipment specifications using AutoCAD and Revit.
- Supported budget development, construction administration, and field coordination for foodservice facilities.
- Collaborated with clients, manufacturers, and industry professionals to meet project goals.
- Established internal design standards to streamline processes from concept to completion.

Project Manager

Envision Glass Company – Manassas Park, VA

April 2020 – December 2021

- Planned and executed awarded projects, managing budgets, schedules, and vendor relationships.
- Directed field crews and collaborated with draftsmen to deliver effective designs and installations.

- Built and maintained client relationships while overseeing company safety programs and social media.

Freelance Designer

Self-Employed – Chantilly, VA

February 2020 – May 2020

Designed small restaurants, office space plans, and home renovations for various clients.

Designer & Project Coordinator

CORT – Chantilly, VA

May 2018 – February 2020

- Designed office, warehouse, and retail spaces, implementing Revit and managing drawing standards.
- Coordinated projects to ensure successful outcomes, collaborating with team members to improve results.

BIM & Ventilation Specialist

Marra Forni – Beltsville, MD (Portfolio)

November 2017 – May 2018

- Created Revit families and CAD files for architects and designers, supporting client design needs.
- Managed test kitchen projects and developed custom products for customers.

Design/Sales Consultant

CNS Frame Displays – Sterling, VA

June 2016 – October 2017

- Designed 2D/3D drawings and custom displays for optical practices, meeting ADA and HIPAA standards.
- Produced Revit renderings, walkthroughs, and MEP drawings to enhance client presentations.

BIM/CAD/Project Coordinator

FDS Design Studio, LLC – Washington, D.C. Metro Area

March 2015 – June 2016

- Developed and updated BIM standards and libraries, creating advanced Revit families with formulas.
- Designed foodservice layouts in AutoCAD and Revit for commercial projects.

Foodservice Designer and Sales

Carey Sales & Services – Baltimore, MD Area

November 2012 – March 2015

- Designed kitchen and bar layouts in 2D/3D AutoCAD, specifying equipment and managing budgets.
- Coordinated with contractors and principals to complete projects, developing marketing materials.

Regional Manager

S&S Enterprises – Columbus, OH Area

January 2009 – April 2012

- Oversaw operations across multiple locations, managing training, inventory, payroll, and P&L reports.
- Designed floor plans to optimize sales and coordinated trade show logistics.

Sales Coordinator

N. Wasserstrom & Sons – Columbus, OH Area

January 2006 – January 2009

- Collaborated with architects and manufacturers to revise equipment designs for restaurant projects.
- Built long-term client relationships through exceptional customer service.

Inventory Operator Specialist

Electronics Architects, Inc. – Columbus, OH Area

September 2000 – January 2006

Managed inventory across job sites, trained sales managers on POS systems, and ensured timely vendor deliveries.

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