



RESUME OF STEVEN E. KITZEROW

EXPERIENCE

4/06–present **Architectural Designer**

W. Charles Perry & Associates, San Mateo, CA

I develop as built, permit sets and construction drawings for commercial and residential architectural development and remodeling projects.

4/06–present **Freelance CAD Drafting and Design**

I work with architects, engineers and contractors, developing as built, permit sets and construction drawings for commercial and residential architectural development and remodeling projects.

10/04-10/05 **Project Manager**

The Marshall Associates, Inc., Oakland, CA

I developed, coordinated and administered schematic, construction and bid documents. CAD drafting and design. Routinely attended design development and coordination meetings with architects, engineers and other consultants.

5/01–5/03 **Senior Vice President of Operations**

Oscartielle Equipment Co., South San Francisco, CA

I managed purchasing, import logistics and distribution. I managed corporate accounts. I troubleshoot refrigeration systems and technical services. I administered DSL ISP accounts. I troubleshoot network, e-mail and PC workstations.

1/98–5/01 **Vice President of Sales**

Oscartielle Equipment Co., South San Francisco, CA

I managed purchasing and international import logistics, and was responsible for training and supervising sales personnel. I was instrumental in forming and implementing company policies. I managed corporate accounts. I produced and supervised print advertising concepts, and prepared print advertising contracts. I was the company webmaster, and coordinated web site development.

11/95–1/98 **Sales Manager**

Oscartielle Equipment Co., South San Francisco, CA

I was responsible for initiating and maintaining corporate accounts, making field sales calls, CAD drafting and design, product/site plan reconciliation, wholesale and retail cost estimating and analysis, production material procurement and scheduling, international and domestic freight logistics, warehousing, computer equipment procurement, internet website design and implementation, general personnel matters, product service issues, warranty service and contract resolution.



W. Charles Perry & Associates

ARCHITECTURAL ENGINEERING & CONSTRUCTION MANAGEMENT

9/90–11/95

Project Manager

Symons Bodtke Associates, Novato, CA

I did CAD drafting and design. I performed product specification and application work with state, county, municipal and private architects and engineers. I handled logistics, turn-key estimating, cost analysis, and supervision and training of sales personnel.

EDUCATION

- Eastern Washington University, Cheney, WA.
- B.A., Technical Theater. Minor Radio/Television.
- Surveyed basic production design and construction principles. Design implementation. Production and project planning. Purchasing. Emphasis on lighting design and sound recording and production.