

Sara G. Phillips, Registered Architect, AIA

123 Charles St, Annapolis Maryland 21401

443-569-2182

PROFESSIONAL EXPERIENCE

May 2006 -
Present

Architect of the Naval Academy

US Naval Academy, Annapolis, Maryland

- Responsible for the formulation, evaluation and promotion of all facilities projects and planning efforts undertaken at the United States Naval Academy, Naval Support Activity Annapolis and at the Naval Academy Preparatory School.
- Plan, evaluate, prioritize, advise on and implement the short and long-range facilities programs which directly impact the mission effectiveness of the Naval Academy Command on behalf of the Superintendent.
- Review academic, athletic and mission-related policies established by Navy leadership and determine impact on facilities program requirements and long-range planning.
- Independently formulate and communicate short and long-range facilities execution plans.
- Define objectives of facilities programs and determine most effective funding, procurement and work execution methods for achieving those objectives.
- Review design documents, specifications, and perform reviews of critical material submittals during construction on all facilities projects.
- Perform independent reviews of all active construction projects at USNA and NAPS and provide feedback / direction to Public Works Officer on behalf of Superintendent.
- Approve design and procurement strategies for all USNA and NAPS collateral equipment packages related to facilities projects.
- Represent the Superintendent and entire Naval Academy Command on all facilities issues, including contacts with the State Historic Preservation Office, the Maryland Department of the Environment, the Naval Facilities Command, Navy Leadership, and other outside organizations who are stakeholders in facilities programs at the Naval Academy.
- Act as principal USNA liaison and advocate with Public Works Officers (Annapolis & Newport), NAVFAC & MIDLANT Regional Engineers, CEO, CFO & Executive Director of Naval Academy Foundation, Alumni Class Presidents, and major gift donors on all facilities and gift funded projects.
- Approve all procurement strategies, Requests for Proposals (RFPs), and contract decisions for facilities and gift funded projects on behalf of Superintendent.
- Coordinate and build consensus among potentially conflicting entities and organizations during execution of facilities projects. Make determination of final resolution on behalf of Superintendent.
- Represent the Superintendent in NAVFAC and MIDLANT Regional Integrated Master Planning and other regional efforts.
- Manage the conceptualization, prioritization, development, procurement, execution and gift acceptance of all gift funded projects from the Naval Academy Foundation and other private donors. Act as the sole staff member responsible for entire gift life cycle including development of the project scope, development of phasing strategies, liaison with donors, development of project schedule and timing/determination of funding requirements.
- Review and approve all proposed Gift Agreements and Gift Memorandum of Understandings from the Naval Academy Foundation.
- Act as the primary customer approval authority and/or Contracting Officer Representative for all projects procured through FISC.
- Represent the Superintendent on all Memorials Committees that review proposed memorials for installation at the Naval Academy, Naval Station Annapolis and NAPS.

Sept 2002
-May 2006

Project Manager The Whiting-Turner Contracting Co., Baltimore, Maryland

- Construction project manager for three Federal Government construction projects totaling \$25 million and four years duration.
- Managed project management team and up to forty subcontractors to deliver all three projects on schedule and on budget.
- Developed and executed the projects' quality control programs, construction budgets and schedules.
- Demonstrated expertise in regulations and concerns applicable to construction projects in historically significant environments.
- Demonstrated in-depth understanding of building design and technology.
- Authored and provided periodic and responsive project reports to corporate and customer leadership.
- Provided strategic advice to corporate leadership in support of future business development objectives.

Federal Government Projects:

Mitscher Hall and Levy Center, The US Naval Academy, Annapolis, Maryland
Robert Crown Sailing Center, The US Naval Academy, Annapolis, Maryland
National Master Clock Facility, The US Naval Observatory, Washington, DC

Dec 1997-
Sept 2002

Project Manager RTKL Associates Inc., Baltimore, Maryland

- Project manager and designer for five Federal Government and five additional design projects.
- Extensive experience in coordination of design approvals with state, county and city governments.
- Managed multi-disciplinary design team.
- Demonstrated expertise in regulations and concerns applicable to design projects in historically significant environments.
- Responsible for development of the projects' quality assurance programs, design, schedules and estimated construction budgets.
- Responsible for periodic briefings and negotiations with corporate and customer leadership.

Federal Government Projects:

Bancroft Hall Center Section, The US Naval Academy, Annapolis, Maryland
Classified Federal Government Agency, Task Order Contract, Washington, DC
New Dominion Technology Park, Herndon, Virginia
Academic Research Facility Military History Institute, Carlisle, Pennsylvania
National Ground Intelligence Center, Charlottesville, Virginia

Additional Projects:

Alcoa North America Data Center, IBM Global Services, Pittsburgh, Pennsylvania
Juvenile Justice Center, Baltimore, Maryland
RDA Consultants Ltd., Timonium, Maryland
Post Corporate Headquarters, Addison, Texas
Eastern Shore Hospital Center, Easton, Maryland

Feb 1997-
Dec 1997

Project Manager and Designer

GHK Associates Inc., Washington, DC

Primary responsibilities were the design and management of corporate interior renovations. These duties included staff, budget and schedule management along with a thorough understanding and implementation of the design process.

Projects:

American Red Cross National Headquarters, Washington, DC
The World Bank Group, Washington, DC
Nextel Communications, Bethesda, Maryland
The Bankfund Staff Federal Credit Union, Washington, DC

Aug 1994 -
Feb 1997

Project Manager and Designer Durkee & Brown Architects, Providence, Rhode Island

Primary responsibilities included the design and management of private residences and large-scale Federally funded housing projects.

Projects:

Pelican House, Little Compton, Rhode Island
Boss House and Barn, Narragansett, Rhode Island
West Elmwood Housing Development, Providence, Rhode Island
Providence-Tanner Block Revitalization, Providence, Rhode Island
The Constitution Hill Housing Development, Woonsocket, Rhode Island
FACTS, Providence, Rhode Island

Aug 1992 -
Aug 1994

Designer

Benefit Street Design, Providence, Rhode Island

Primary responsibilities were the design of several large scale corporate offices.

Projects:

Adler Pollack & Sheehan, Providence, Rhode Island
Titleist Footjoy Worldwide Headquarters, Fairhaven, Massachusetts

Jan 1990-
Aug 1992

Intern

RI Historic Preservation Commission, Providence, Rhode Island

EDUCATION

The Naval Postgraduate School

Masters in Business Administration, 2010
Graduated with Distinction

Monterey, California

The Rhode Island School of Design

Bachelor of Interior Architecture, 1992.
Bachelor of Fine Arts, 1991.

Providence, Rhode Island

Brown University

Studies in advanced French conversation courses.

Providence, Rhode Island

Baldwin Whitehall Senior High School

Diploma with Academic Honors, June 1987

Pittsburgh, Pennsylvania

PROFESSIONAL REGISTRATION

Registered Architect, Maryland
NCIDQ Certified