

# JENNY SHELTON

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## MISSION

~Shelton Design provides creative, inspiring residential designs that nurture the emotional and physical wellbeing of occupants while supporting the sustainability of our local and global ecosystems.

## ATTRIBUTES

~Certified Green Building Professional with experience in managing design, sales, and estimating for residential remodeling and construction projects, from schematic design through drafting of construction documents, including the creation of detailed scopes of work, construction cost estimates and contract documents.

~Extensive experience in administrative functions and support roles, with the ability to effectively multi-task, prioritize, and consistently meet deadlines; ability to synthesize and analyze information quickly and accurately; excellent mathematical and written/verbal communication skills; ability to confidently interact with a wide array of individuals.

## EXPERIENCE

7/2004-Current

**Residential Building Designer**

**Shelton Design** ~Soquel, CA

~ Provide residential design, Green Building consultation, and project coordination services. Generate construction documents, material/finish specs, and acquire building permits.

~ Under contract with Ecology Action, designed, produced, and contribute to content development of eight educational Green Building displays and customized Green Building literature installed at regional planning department locations.

4/2002-7/2004

**Design & Sales Associate**

**Talmadge Construction, Inc.**, ~Aptos, CA

~ Provided Green Building and traditional design services for residential Design/Build general contractor specializing in remodels and additions. Directly responsible for design, scope writing, estimating and sales of more than \$800K in remodeling contracts, with design and estimating responsibilities on projects worth an additional \$1.4M.

~Started up and maintained the profitable design department; spearheaded the implementation of green building practices; created departmental CAD/graphics standards; generated construction documents, material/finish specs, proposals and contract documents; acted as primary contact for clients, trade contractors, and field crews during preproduction and phase walkthroughs; streamlined the estimating and proposal processes; maintained product literature library.

10/2001-4/2002

**Intern & Administrative Assistant**

**Robert Van Dale, Architect** ~ Santa Cruz, CA

~Provided hand drafting, product/regulatory research, website development, and general office support.

4/1997-12/2001

**Administrator/V.P.**

**Ishvara Music** ~Boulder, CO & Santa Cruz, CA

~Produced events; promoted performances and musical releases; directed graphic design and web site development; maintained databases and all billing/bookkeeping.

## EXPERIENCE, CONT.

**6/1993-4/1997**

**Production Assistant**

**Silica Design** ~Los Angeles, CA

~Produced architectural glass elements including: textural panels installed at Richard Meier's Getty Center; cast glass/anodized titanium architectural models commissioned by architect Franklin Israel; window replicas for an historic, downtown LA Library Restoration; others.

**Prior to 1993**

~Financed 100% of education as administrative assistant, waitress and restaurant manager.

## EDUCATION & TRAINING

**2005-2006 Sonoma State University, School of Extended Education** ~ Rohnert Park, CA

~Green Building Professional Certificate Program

**2002-current NKBA, NARI, & Pacific Energy Center** ~ San Francisco, CA

~90+ C.E.U./hours in Kitchen/Bath design, energy efficiency, high-performance homes, deconstruction, and green building methods (see also certification, below).

**2001- 2002 West Valley College** ~ Saratoga, CA

~Preparation for transfer to accredited undergraduate Architecture program. 4.0 GPA.

**1996 Solar Energy International** ~ Carbondale, CO

~Training in passive solar design and adobe/cob/straw bale construction methods.

**1993-1994 Pasadena City College** ~ Pasadena, CA

~Coursework in Architectural Drafting, Construction Processes & Materials, and Architectural History.

**1989-1991 University of California** ~ Los Angeles, CA

~Undergraduate Theater Arts major, with design and production emphasis in scenic and lighting design for the stage.

**1989 Santana High School** ~ Santee, CA

~Honor grad (8/475) with Principals Commendation, yearbook Senior Editor, Theater Department fundraising organizer, English/Theater Departments merit scholarships recipient.

## ADDITIONALLY

~Certified Green Building Professional: 2006, Sonoma State University School of Extended Education, Rohnert Park, CA.

~Certified Green Building Professional: 2004, NARI (National Association of the Remodeling Industry), San Jose, CA.

~Co-chair of the Monterey Bay Committee of the U.S. Green Building Council.

~Member of Building Green Network Steering Committee (2006).

~Member USGBC NCC (United States Green Building Council, Northern California Chapter).

~Member ADPSR NC (Architects, Designers & Planners for Social Responsibility, Northern California).

~Public speaking experience on green building topics including: indoor air quality & ecologically sustainable materials.

~Highly competent in: DataCAD10, DataCAD11LT, MS Word, Excel, Access.

~Working knowledge of: Illustrator, InDesign, Photoshop, QuickBooks, ACT, FileMakerPro, and Mac OSs.

~Certified Yoga Instructor (1994). Taught in Los Angeles and Boulder (1994-1999).