

Terence A. Welles

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OBJECTIVE

Full-Time employment as a Project Manager / Landscape Architect at a successful Landscape Architecture firm.

SUMMARY

I am uniquely qualified for available Landscape Architecture positions at your company. Below you will find a summary of the varying professional and personal experiences that have prepared me for this opportunity, with detailed information regarding the responsibilities and skills acquired at these positions and opportunities included.

PLA LICENSURE

I currently meet all pre-requisite qualifications and standards of eligibility to begin the examination phase for licensure as a Professional Landscape Architect by the North Carolina Board of Landscape Architects, including a degree from an accredited University (BLA, NC State University) and over four years of diversified experience in Landscape Architecture under direct supervision of a licensed Landscape Architect (R. Michael Mullis, PLA).

I plan to sit for the North Carolina Professional Landscape Architect Licensure Exam in April 2018.

EDUCATION

North Carolina State University, College of Design, Raleigh, North Carolina
Bachelor Landscape Architecture (BLA - Accredited), *Magna Cum Laude*, May 2011 Graduation
North Carolina State University Prague Institute, College of Design, Prague, Czech Republic
Study Abroad Spring 2009, Landscape Architecture

CURRENT EMPLOYMENT

Mullis Design Group, PLLC.

Project Coordinator – Morrisville, North Carolina, April 2013-Present (Professional References available)

- Successfully coordinated 75+ projects in all phases of project and design development, many concurrently.
- Production of Construction Documents (Landscape Plans, Site Details, Tree Conservation, Grading & Drainage) to meet local codes, ordinances, and statutory requirements having jurisdiction over the project.
- Work independently or as member of project team to meet Client goals and project deadlines.
- Creation of Landscape Architecture graphics (Sections, Master Plans, Renderings, Perspectives) as necessary for delivery to Clients, Public Meetings, or Town and City Review Boards and Committees.
- Attend independent or group Pre-Submittal and Submittal Review meetings, as necessary, with City Staff.
- Curated relationships with various Planning/Parks and Recreation/Urban Forestry/Transportation and related departments' staff in Raleigh, Durham, Chapel Hill, Greensboro, Cary, Morrisville, Garner, Apex, Clayton, Charlotte, Indian Trail, and Wilmington, among others. References available upon request.
- Coordinate and participate in public presentations and interactions, including Town Hall Meetings, Design Charrettes, Public Meetings, and Appearance Review Committee presentations, among others.
- Construction Phase Services experience including site visit reports, change order reviews, RFI responses, punch list generation, as-built plan review and certification, pay application review, and other related project closeout information and submittal review.

- Use of office standards in the creation of Construction Documents, Landscape Graphics, Official Correspondence, Project Specifications, and interpersonal or online communications.
- Extensive experience in design technology and software, including AutoCAD, Adobe Suite: Acrobat, Illustrator, In-Design, Photoshop; Office Suite: Word, Excel, Powerpoint, Publisher; Google: SketchUp, Earth.
- Creation of varying project specific documents, including project narratives, storyboards, code review interpretations, graphical information, plant palette review, and related items, as necessary.
- Extensive knowledge of Southeast United States dendrology, plant identification, and plant selection.
- Project types include: Public Park Design, Public Park Master Planning, Commercial Landscape Design, Commercial Site Planning, K-12 Landscape Design, Neighborhood Master Planning, Urban Design, Neighborhood Branding and Landscape Design, Educational Environmental Signage and Graphics, Green Infrastructure Implementation, and Greenway Design, among others. Notable projects include:
 - **Northwest Park** (Town of Morrisville): 5 acre public park, winner of Environmental Protection Agency's Regional "Raincatcher Award" (Municipal Category), recognizing excellence in the implementation of stormwater green infrastructure practices. Contributions include RFQ response, firm selection interviews, all phases of design development, construction document creation, construction phase services, and grand opening. References from Town of Morrisville available.
 - **Robert Godbold Park** (Town of Cary): 8 acre public park, creation of Master Plan Document for expansion of existing SK8 Cary facility and park expansion in Cary. Worked directly with Town Staff to complete the Master Planning process, including coordination of public meetings and charrettes, budget considerations, creation of the final Master Plan guiding document, and other items related to a public park expansion master planning project. References from Town of Cary available.

PREVIOUS EMPLOYMENT EXPERIENCE

Southern Greenscapes, LLC.

Landscape Designer and Builder – Various Locations, Greater Charlotte, North Carolina, January 2012-April 2013

- Facilitate high-end residential construction administration in both landscape and hardscape projects
- Prepared detailed design plans, planting plans, and graphical concepts for owner review and approval

Rocky Mountain Youth Corps, Colorado Youth Corps Association, AmeriCorps

Environmental Conservation Specialist – *Chainsaw Crew*, Steamboat Springs, Colorado, August 2011-October 2011

- Received extensive leadership, life, and job training skills by completing a full AmeriCorps Term of Service
- Assisted US Forest Service and Colorado State Parks in completing environmental conservation projects

US Fish and Wildlife Service, Natural Learning Initiative, National Wildlife Federation

Nature Play Corps Internship, Alligator River National Wildlife Refuge, Manteo, North Carolina, June 2011 - July 2011

- Evaluated on-site environmental systems, resources, and habitats for natural learning and play potential
- Drafted illustrated post-occupancy evaluation regarding visitor interaction with designed environments

North Carolina Department of Environment and Natural Resources

Resource Conservation Internship, Umstead State Park, Raleigh, North Carolina, May 2010-December 2010

- Assisted with environmental education and youth visitor programs provided by the Park Staff to the public
- Collected data with GPS and GIS for addition to existing inventory of resource and management strategies

North Carolina State University - College of Design, Contemporary Art Museum

Overnight Design Camp Counselor, Raleigh, North Carolina, 2008 & 2009 & 2010

- Introduced high school students to design thinking, innovative exploration, and career opportunities
- Facilitated critical thinking and creative problem solving with campers participating in design studios

Jenison Construction

Construction Management Internship, Charlotte, North Carolina, May 2005-August 2005

- Assisted General Contractor and Head Carpenter with delegation and execution of on-site projects
- Interpreted construction drawings and assisted with implementation of layout and grading plans

VOLUNTEER EXPERIENCE

North Carolina Chapter - American Society Landscape Architecture, Member: April 2013 - Present;
Executive Committee Secretary (October 2016 - Present); Triangle Section Chair (April 2016-October 2016)

In my current volunteer role on the Executive Committee as Secretary of NCASLA, I ensure the accurate recording and distribution of meeting minutes at all NCASLA Executive Committee meetings, as well as provide input and perspective on various discussion topics brought forth in each meeting. I will be running for re-election and a new two year term as Secretary in October 2017.

I previously served as the Triangle Section Chair, where I coordinated both educational and social events that served as valuable springboards for collaboration, networking, and social engagement of NCASLA members. I have been a member of ASLA since 2013 and will continue to serve the profession through advocacy, practice, and support of such an exciting professional field. References available upon request.

Civitan International - Triangle Young Professionals Civitan Club, Member: April 2014 - Present; President (October 2016 - Present); President-Elect (October 2015 - October 2016) www.TriangleYP.org (References Available)

As the current President of the Triangle Young Professionals Civitan Club, a volunteer role, I foster the connection of Young Professionals through leadership opportunities, community service, and professional networking. Civitan International, founded in 1917, is an association of volunteer service clubs with more than 40,000 members across North America, Europe, Africa, and Asia. As President, I have taken a larger responsibility in various aspects of the club's organization, structure, and continued growth. I have worked to delegate and specify Board Member roles, and continued outreach and marketing efforts to expand membership and volunteer opportunities for members. I also participate in local, regional, and international seminars and networking events with other clubs.

In July 2016, I attended the Civitan International Convention in Norfolk, VA, where I presented a lecture to a room of convention attendees. The presentation was centered on expanding the role of Young Professionals in the volunteer world, specifically addressing the ability to build communities and achieve personal growth, as well as conversation about how to recruit and retain young professional interest in volunteering.

Current organizations that I coordinate and organize monthly or bi-monthly volunteer efforts with include: Habitat for Humanity, Special Olympics, Food Bank of Eastern NC, Ronald McDonald House, and City of Raleigh Adopt-a-Trail, among others. Current fundraising efforts for the club include continued volunteer commitments with Duke University Basketball Concessions and Walnut Creek Amphitheater Concessions.

Special Olympics North Carolina - Summer Olympics Games Management Team, Awards Manager: Cycling Competition (March 2016 - Present) (References Available)

Currently serve in a volunteer role as Awards Manager on the Games Management Team for the Cycling competition at the Special Olympics North Carolina Summer Games. I work with several other Games Management Team members at the Cycling venue to plan the competition, prepare the venue, and tackle any logistical issues that may arise before and during the competition.

During the Summer Games, I coordinate all 'Awards Assistant' volunteers to ensure that the Medal Ceremonies are administered in a manner that gives all participants the recognition they deserve, and in a manner that meets the protocol established by the Special Olympics. This position involves several planning meetings, coordination between various groups and entities, as well as the recruitment, training, and team-building of volunteers.

GENERAL INTERESTS

Hiking, Camping, Golf, Volunteering, Photography, Travel, Live Music, Exercise, Disc Golf, Outdoor Adventure

REFERENCES

Professional and Personal References, Portfolio Images, Writing Samples, or Transcripts available by request