



Please address each of the following questions below on a separate page, no more than two pages in length:

See attached for responses to the questions below.

1. Your overall philosophy of SDA – its value to the industry, to your career, and anything else you wish to include.
2. What are the strengths that you will bring to the Executive Committee of SDA? Be sure to address leadership, organizational, communication and people skills, as well as any technical skills that would help in performing your officer duties.
3. What area of focus will you champion for SDA? What do you hope to accomplish during your term on ExCom?
4. Describe how your experiences have prepared you for national office. Please address the following:
  - a. Collaboration skills and participation in the decision-making process and business management of associations for the benefit of the entire organization
  - b. Communication, time management and multi-tasking skills.
  - c. Specific responsibilities per the ExCom Position Description

*I certify that the above statements are based in fact; that I have been a member in good standing for three (3) years, served on a National SDA committee for at least one year and served on the board of a professional or business organization for at least one year.*

  
\_\_\_\_\_  
Signature of Nominee

**DEADLINE: March 5, 2019**

All information must be typed, except for original signatures and submitted in digital format.

Each official submittal will contain the following mandatory documents:

1. Candidate Application Form, including Candidate Philosophy
2. Professional Resume
3. Current Professional Headshot Photograph

## **Attachment to Candidate Application: Anne McNeely – National Secretary**

**Your overall philosophy of SDA – its value to the industry, to your career, and anything else you wish to include.**

My philosophy of SDA is that it is an organization that provides members the resources and training to grow and succeed in a career within the design and construction industry. Its value stems from the initiative and commitment of its members to share their collective knowledgebase and mentor one another.

Before joining SDA in 2005, I wasn't sure where my career was headed. I had been working with architects and designers for seven years by that time, with no real specialty in mind. It was a job, not a career. The Society's focus on Professional Emphasis Groups, provided me a new starting point where I was able to find my niche and develop skills in the areas that I had the most interest. I earned an identity at my firm as an expert in Project Administration/Project Management. I firmly believe that had it not been for SDA and the resources it provided me, the job I had before my membership wouldn't have become the career I enjoy today. What you get out of SDA is what you put into it.

**What are the strengths that you will bring to the Executive Committee of SDA? Be sure to address leadership, organizational, communication and people skills, as well as any technical skills that would help in performing your officer duties.**

I am focused and deadline driven. I am also a collaborative problem solver with an innate need to see things through. I have 22 years of experience working with a variety of professionals, each with their own working styles and points of view. I take the time to understand what the needs are and can strategize a path to the best solution. I've served as the Denver Chapter President, Vice President, Secretary, Director and past President Director for multiple terms. Additionally, I served on the AIA Denver Board as the SDA Liaison, which was a voting Board position for a 3-year term from 2011-2014. I earned my CDFCA credential in 2010. My first novel was published in 2016.

**What area of focus will you champion for SDA? What do you hope to accomplish during your term on ExCom?**

As National Secretary, my primary focus will be to strengthen the Society – not just promoting what we are about as an organization within the AEC industry, but to really embrace our members so they receive the most value out of their membership. My part on the Executive Committee will continue to make sure that the Society functions in service of its membership and to promote its benefits and resources that often go under-utilized. This starts and stops with education, but between that, there needs to be a continual personal connection to those we serve. It is our duty to mentor, encourage and uplift our current members.

**Describe how your experiences have prepared you for national office. Please address the following:**

- a. Collaboration skills and participation in the decision-making process and business management of associations for the benefit of the entire organization**
- b. Communication, time management and multi-tasking skills.**
- c. Specific responsibilities per the ExCom Position Description**

For me, my journey to serve on ExCom has been a long one but it is a logical step in terms of my professional development and one that I am ready to take on. As stated above, I have served on multiple positions on the SDA Denver Board of Directors as well as chaired multiple Chapter committees. At Fentress Architects, I work with Principals and project managers on a daily basis on contract reviews and continuing project deliverable deadlines. I am detail oriented and self-motivated. I am a member of the Fentress Project Management Committee, Chair of the Fentress Community Outreach Committee and a member of the Fentress QAQC Committee. I have earned the title of Associate at Fentress Architects in 2018 and at Gensler in 2010.

The variety of activities I have participated, and currently participate in, have prepared me to serve as National Secretary – I am meticulous and fact-driven. I schedule my time based on priority of deadlines. Having to wear multiple hats on any given day, requires the necessity of good time management and being able to give full focus to the task at hand. For me, multi-tasking isn't a skill – it is a subset of managing my time in order to achieve the goals/assignments set before me.

The mandate of National Secretary is not one I take lightly. During my terms as Secretary of the Denver Chapter, I provided minutes within a week of every board meeting that were clear, concise and gave record to Chapter business. Getting reports out timely was done so as to not hinder progress of Chapter activities. As Chapter President, I maintained a calendar with ample notification regarding what communications or reports were needed and by when so I wasn't doing tasks at last minute. I give my best to what I do and I'm excited to be considered for National Secretary and to begin my journey on ExCom.

**Summary of Qualifications:**

- Ability to work well under pressure and handle multiple tasks in detailed work environment;
- Extremely organized and detail oriented work ethic;
- Able to work efficiently and meet strict deadlines;
- Proven record of success in handling increasing levels of job responsibility;
- Ability to quickly absorb new information and utilize new methods.
- Have excellent phone and organizational skills;
- Notary Public for the State of Colorado.

**Computer Skills:**

- Advanced in MS Office, MS Word, Excel, Outlook, Adobe Pro;
- Moderate Power Point, Adobe CS, Bluebeam
- AIA contract software
- Masterspec and Uniformat, SpecsIntact platforms

**Work History:**

**August 2011 to Present**

***Fentress Architects***

**Project Administration Manager / Contract Administrator**

As Project Administration Manager, it is my responsibility to ensure project support staff is coordinated for each design team, for all U.S. Studios; that they are provided the tools required to be successful and that all deliverables are consistent, conforming to the firm's quality and branding standards through the project's duration:

- Facilitate training as required – both for Administrative staff as well as Technical Staff;
- Weekly Scheduling meetings with Project Managers and Principals;
- QA/QC of all administrative deliverables;
- General Administrative tasks as required:
  - Executive Assistant to Technical Design Director and backup to CEO;
  - Maintain Firm and Project-specific Insurance documentation;
  - Facilitating and tracking firm's Continuing Education Opportunities (Fentress University);
  - Maintaining licensure database and assist with obtaining reciprocal licensing as required.

As Contract Administrator, I am responsible for maintaining and facilitating all project agreements, ASAs and Change Orders:

- Review Prime and Consultant agreements for content and edit as needed for risk mitigation.
- Maintain accurate logs to monitor scope/fee, per project to prevent scope-creep.

**October 2004 to August 2011**

***Gensler (M. Arthur Gensler, Jr. and Associates)***

**Executive Assistant/Project Coordinator:**

- Support Managing Director and Office Leadership of Gensler's Denver Office:
  - Maintaining and Coordinating schedules and calendars;
  - Assist with setting and maintaining annual overhead budgets;
  - Weekly Staffing Schedules;
  - Coordinating and facilitating bi-weekly staff meetings;
  - Travel coordination;
  - Setting up and organizing internal and external functions and promotions (Company retreats, hosting FW meetings or regional meetings, etc.);
  - Updating and maintaining CRM Database (Deltek);
- Assisting Project Managers through all facets of project administration:
  - Maintaining contracts, certificates of insurance and specifications;

- Project administration inclusive of tracking submittals, RFI's, ASI's from contractors and subcontractors;
- General office:
  - Provide backup to phones and Reception;
  - Learning Coordinator – Tracking and facilitating continued education in order to maintain licensure and accreditation requirements;
  - HR Liaison for Denver office to SW Regional HR leader in LA;
  - Coordinating all Maintenance contracts;

**September 1997 to October 2004**

***Root Rosenman Architects, LLP (no longer in business)***

**Administrative Assistant/General Office Manager:**

All general office administration inclusive of reception; marketing, accounting, benefits, office maintenance agreements, office supplies, lease agreements and project administration.

**Outside Affiliations:**

- Member of the Colorado Chapter of the Society for Design Administration (SDA):
  - Have served on the Denver Board of Directors as Director, Secretary, Vice President, President and Past President;
  - Serve on SDA National Education Committee and Nominating Committee; Local Certification Committee and served as the Liaison on the AIA Denver Board (term 2011-2014);
  - Earned Certified Design Firm Administrator (CDFA) credential in September 2010
    - (18 hours of annual continued CEU maintenance required for credential)

**Interests:**

- Writing – First novel published December 2016

**Education:**

Hawaiian Pacific University  
South Dakota School of Mines and Technology  
University of Northern Colorado