



## Resume of Jeremy C. Fretts

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**Mission** To help people, organizations, and communities become their best.

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### Education

Ball State University, College of Architecture and Planning

- Bachelor of Architecture, Cum Laude, May 1997
- Bachelor of Environmental Design, May 1997
- Graduate, Honors College, May 1997

#### AutoDesk

- Architectural Desktop 3.3 Level 1, February, 2003 (c/o Sterling Systems)
- AAI University – Autocad Level 1, Architectural Desktop Level 1

#### Congress for New Urbanism

- “The Transect,” June 2003
- “Understanding the Development and Marketing Power of New Urbanism,” June, 2002
- “Marketing the New Urbanism,” June, 2002

#### New Horizons Computer Learning Centers

- Classes in Excel Level 2, MS Project Levels 1 & 2

### Professional Experience

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#### Humane Design, Fishers, Indiana

- Owner, design & advocacy practice, founded September 2004
- Development master planning for TND's and mixed-use projects
- Architectural, interior, and graphic design for individuals and small businesses.
- Programming and program management

#### Architectural Alliance, Inc., Indianapolis, Indiana

- Associate Partner, October 2000-August 2004.
  - Interim Manager of Information Technology, February-May 2003.
  - Interim Manager of Accounting, January 2001
  - Designer and Marketer, October 1997-August 2004
  
  - Design work includes direct interaction with business and non-profit clients, programming the design requirements, developing schematic designs, developing construction documents, and writing/administering the construction contracts.
  - Responsible for approximately 50% of schematic design/programming efforts firm-wide
  - Design supervision of technical staff producing construction documents
  - Planning and facilitation of charrettes for community projects
  - Responsible for developing and implementing marketing strategies, as well as designing marketing literature and print advertising, for 7-14 person architecture firm.
  - Led hiring and transition efforts for office manager & IT manager, and coordinated interim staffing & operations.
  - Developed in-house web-based “Helpdesk,” and company website.
  - Coordinated company training program
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### Triglyph Architectural Organization

- Association of collaborative small architectural firms nationwide
- Founding Member, Board of Directors, 2003-2004

### Callahan Associates Architects, Indianapolis, Indiana

- Graduate Architect, May-October, 1997
- Worked on church master plan projects.

### NBBJ, Inc., Columbus, Ohio

- Architectural Intern, January-August 1996
- Worked primarily in healthcare studio preparing presentation & construction documents.
- Led the planning effort for a studio-wide retreat.

### Gethsemane United Methodist Church, Muncie, Indiana

- Worship Leader, August 1996-October 1998
- Part-time staff position. Responsible for worship planning, leading congregational singing, and encouraging congregational involvement.

## Non-Profit & Volunteer Experience

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### Congress for New Urbanism

- Member since 2002

### Society for Marketing Professional Services

- 2001 & 2002 "Monumental Affair" (city-wide event) Scriptwriter & Program Committee
- Program Planning Committee, July 1999-July 2001
- Responsible for program "The Internet and the A/E/C Industry"
- Member, Indiana chapter, 1997-2001

### Circle City Singles, Inc., Indianapolis

- Founding member, board of directors. (August 1999- March 2002)
- Event planning coordinator, responsible for planning two one-day regional conferences for 300-500 single adults.
- Design of several websites, and print advertising.

### East 91st Street Christian Church, Indianapolis

- Building Expansion Team
- Assistant/Substitute Worship Leader, April 2000-August 2001

### Jericho Road Ministries (Singles ministry of East 91st Street Church)

- Programming Director, Dec. 2000 – January 2003
- Worship Leader, August 2001 – January 2003
- Member of Program Planning Team, responsible for planning each week's service.

### United Methodist Student Movement National Steering Committee

- Member, 1996-1997 . Committee was responsible for planning national conference.

## Publications

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### “Architecture for Real People”

- Distributed on request to AIA Public Relations group
- Distributed on request to Carnegie Foundation for the Advancement of Teaching

### “It was nice to have met you”

- in Hoosier United Methodist, Oct. 1996
  - in the United Methodist Interlink, Oct. 1996
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## **Software Experience**

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Extensive Experience (including tech support of others):

- SketchUp
- AutoDesk Architectural Desktop 3.3
- Sema4 Project/Financial Management Software
- Adobe Pagemaker
- Adobe Photoshop
- Adobe Acrobat
- Microsoft Office products (Word, Excel, Outlook, Powerpoint)
- Act! 2000

Working knowledge of:

- MS 2000 Server (& basic server management concepts)
- MS Project 2000 (Completed training 12/01)
- HTML

## **References**

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Provided on request, including employers, clients, and personal references.