

Adam Morton

Senior Plan Reviewer

☎ (616) 555-7314 ✉ adam.morton@example.com

🌐 linkedin.com/example/adammorton 📍 Grand Rapids, MI 49503

STRENGTHS

- ✔ **Code focused review**
Code questions became clearer after comparing drawings, specifications, and field conditions before issuing concise comments.
- 📍 **Field verification**
Site visits turned uncertain existing conditions into usable facts, giving design teams stronger direction for revisions.
- ♥ **Clear reporting**
Organized reports gave project managers a traceable path from discrepancy discovery through designer response.
- 🔧 **Constructability insight**
Construction coordination experience helped identify sequencing, material, and dimensional issues before procurement.
- 👥 **Peer collaboration**
Colleagues sought practical input on difficult reviews, and shared discussions kept technical judgment current.

SKILLS

Plan review

Construction documents

Renovation projects

Constructability Biddability

Building codes Life safety

Accessibility Building systems

Construction methods

Site inspections Field verification

Technical reports

Document management

PDF markup

SUMMARY

Senior plan review professional with 9 years of experience evaluating **architectural, engineering, and construction** documents for renovation and capital projects. Applies building codes, **building standards**, life safety requirements, accessibility provisions, **construction methods**, materials, and building systems knowledge to detailed reviews focused on compliance, constructability, and biddability. Conducts site inspections and field verifications at active facilities and off site locations, documenting existing conditions that affect design decisions. Prepares clear review comments, inspection notes, and technical reports for design managers, architects, engineers, contractors, and project leaders. Leads multidisciplinary coordination, peer consultation, technical training, and reviewer mentoring while using standard office, PDF markup, and document management applications to track findings through resolution.

EXPERIENCE

Senior Plan Reviewer

Great Lakes Design Review Group 📅 January 2023 - Present 📍 Grand Rapids, MI

Leads multidisciplinary plan reviews for renovation and capital projects, combining code analysis, field verification, technical reporting, stakeholder consultation, and reviewer mentoring across varied design phases and bid schedules.

- Led architectural and engineering reviews, resolving code and **accessibility** findings before procurement.
- Compared drawings, specifications, and **existing conditions**, identifying system conflicts for **design managers**.
- Documented field conditions during **site inspections**, clarifying dimensions and concealed constraints.
- Prepared formal **reports**, organizing findings by discipline for traceable **design revisions**.
- Consulted architects and engineers on complex code questions through peer review sessions.
- Mentored reviewers on document review practices and computer based markups across concurrent projects.

Plan Reviewer

Lakeshore Facilities Consulting 📅 July 2020 - December 2022 📍 Kalamazoo, MI

Reviewed institutional and commercial construction documents, supported field surveys, prepared traceable reports, and coordinated revisions across simultaneous assignments using office, PDF markup, and document management software.

- Reviewed renovation documents against **building codes**, standards, systems, and project requirements.
- Surveyed **existing conditions** before design milestones, strengthening architectural and accessibility reviews.
- Evaluated drawings and specifications, resolving omissions before procurement packages advanced.
- Prepared annotated reports that gave project managers clear bases for corrective revisions.
- Organized review records and correspondence with **PDF markup** and **document management** software.
- Participated in **technical training** and peer consultations on **life safety** and materials.

Construction Project Coordinator

Northfield Construction Services 📅 June 2018 - June 2020 📍 Lansing, MI

Coordinated document control, field information, inspections, and issue tracking for occupied building renovations, supporting architects, engineers, contractors, and facility representatives through construction planning.

- Linked drawings, specifications, submittals, and site observations for renovation planning decisions.

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- Senior Plan Reviewer at Great Lakes Design Review Group (3.8 Years)
- Plan Reviewer at Lakeshore Facilities Consulting (2.4 Years)
- Construction Project Coordinator at Northfield Construction Services (2 Years)
- Architectural Designer at Riverbend Architecture Studio (11 Months)

- Inspected installed work, documenting variances between field conditions and design documents.
- Screened plan sets for dimensional conflicts and trade coordination issues before construction.
- Maintained RFI, revision, and inspection logs using **standard computer applications**.
- Compared proposed materials with **existing conditions**, sequencing needs, and **life safety** constraints.
- Coordinated verification visits with facility representatives and contractors at occupied facilities.

Architectural Designer

Riverbend Architecture Studio 📅 June 2017 - May 2018 📍 Detroit, MI

- Developed **architectural documents** for small commercial and institutional renovations under senior architect supervision, building practical experience in field measurement, code research, coordination, materials, and document quality review.
- Developed architectural drawing packages for commercial and institutional **renovation projects**.
 - Measured **existing conditions**, converting verified information into plans and design details.
 - Researched code, **accessibility**, and **life safety** provisions for assigned design questions.
 - Coordinated architectural backgrounds with engineering drawings, flagging clearance conflicts.
 - Prepared drawing revisions and schedules with standard design and office software.
 - Discussed **constructability** and materials with architects, engineers, and construction representatives.

PROJECTS

Campus Renovation Review Program 📅 2024

Led coordinated reviews for renovation documents across multiple facilities, combining site verification, code analysis, system review, accessibility checks, and report tracking through design revisions.

Existing Conditions Verification Initiative 📅 2022

Built a field verification workflow for institutional projects, connecting measured conditions, annotated plans, inspection notes, and design responses before procurement.

LEADERSHIP & AWARDS

- Senior reviewer recognition for consistent resolution of complex plan coordination findings.
- Peer mentor recognition for improving reviewer consistency and computer based markup practices.
- Project team recognition for clear field reports supporting renovation decisions.

EDUCATION

Bachelor's Degree in Architecture

Lawrence Technological University 🎓 GPA: 4.0 📅 2017 📍 Southfield, MI

Coursework: *Building codes, architectural design, construction documents, building systems, accessibility*

CERTIFICATIONS

- Valid Michigan Driver's License 📅 2026
- Construction Document Review Training 📅 2024

TECHNICAL SKILLS

- **Building Codes:** Michigan Building Code, International Building Code, local code requirements
- **Life Safety:** Means of egress, fire protection, occupant safety
- **Accessibility Standards:** ADA Standards, accessible routes, accessible facilities
- **Construction Documents:** Architectural drawings, specifications, annotated plans
- **Building Systems:** Structural systems, mechanical systems, electrical systems
- **Construction Materials:** Concrete, steel, wood
- **Plan Review Tools:** PDF markup, document management, standard office applications
- **Field Inspection:** Site inspections, field measurements, existing condition surveys

- **Project Documentation:** Technical reports, inspection notes, discrepancy logs
- **Coordination Methods:** Peer consultation, design coordination, constructability review

PROFESSIONAL AFFILIATIONS

- Professional participation in architectural, engineering, and construction peer review discussions.
- Ongoing participation in technical training focused on codes, life safety, accessibility, and materials.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST