Javier Otero

Petaluma, CA | +1 817 986 3541 | javieroterolainez@gmail.com | www.designatlarge.co

Summary

Architectural Job Captain with experience coordinating architectural construction documents from schematic design through construction administration, directing production for multiple projects, and collaborating with project architects, engineers, consultants, clients, and contractors.

Work Experience

Architectural Job Captain

TR Design Group | Riverside, CA

2020 to Present

- Coordinated architectural construction documents from schematic design through construction administration, ensuring drawings, details, and specifications aligned with project intent, building codes, and client standards.
- Directed day-to-day production for multiple projects by delegating drafting tasks, reviewing team output for accuracy, and maintaining organized drawing sets to support consultant coordination and permitting.
- Collaborated with project architects, engineers, and consultants to resolve design conflicts, clarify technical details, and integrate structural, mechanical, and electrical requirements into cohesive, buildable architectural solutions.
- Reviewed RFIs, submittals, and shop drawings during construction, clarifying design intent, documenting revisions, and updating record drawings to support communication between the design team and contractors.
- Participated in client and coordination meetings, presenting design updates, documenting decisions, and translating feedback into actionable revisions within the drawing set and project documentation.

Architectural Designer/Draftsman

TR Design Group | Riverside, CA

2019 to 2020

- Developed conceptual documentation of preliminary design concepts to present to clients including selecting and documenting materials and finishes.
- Created 3D models and renderings for approval of concepts and developed conceptual drawings and planning sets for clients.

Intern

TR Design Group | Riverside, CA

2019

- Assisted in drawing details and 3D modeling concepts, as well as assisted in putting together RFPs.

Education

Architecture (Master's degree)

California Baptist University | Riverside, CA

September 2015 to May 2020

Skills

Consultant Coordination	**Construction Documentation**	**BIM modeling**	**Project Documentation**
Building Code Analysis	**Shop Drawing Review**	**Conceptual Documentation**	