Pedro Lopes dos Santos

Architectural Drafter · BIM Modeler (Revit) · Project Coordinator

Porto Velho, Brazil · Remote, available part-time · US & Brazil time zones

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Professional Summary

Architect (CAU/BR) with 7+ years of experience and 3 years working remotely for a US architecture firm. Produces permit sets and construction documents in Revit and AutoCAD under a US Architect of Record: 62+ sheets across 10 projects, from multi-unit residential to commercial and food service. Coordinates consultants, plan-review comments and 2–3 concurrent projects. **Food service specialist** since 2021, starting with restaurant projects: 10 restaurant and commercial kitchen projects completed as lead architect, plus 6 consulting and feasibility engagements. Fluent in English after 4 years living in the US.

Core Skills

- **Drafting & Documentation:** permit sets, construction documents (CDs) to AIA/NCS standards, floor plans, elevations, sections, details, sheet organization, plan-review revisions
- **Software:** Revit, AutoCAD, SketchUp — intermediate, used daily for full production of drawing sets
- **Project Coordination:** consultant coordination (structural, civil, MEP), scope and fee proposals, progress invoicing, multi-project scheduling
- **AI-assisted workflows:** AI tools for project tracking, reporting and documentation
- **Specialty:** food service and commercial kitchen design: operational flow (receiving, storage, prep, service), equipment layout and selection, seating capacity planning, health-code compliance (ANVISA)
- **Currently learning:** Revit templates and families, Dynamo, pyRevit

Professional Experience

Independent Drafter & Design Collaborator — Ivy Architectural Innovations, Arizona, USA (Remote) Sep 2023 – Present

- Lead design development and CD production; the US Architect of Record reviews and stamps all sets.
- Delivered 62+ sheets of permit sets and full CD sets across 10 projects.
- Multi-unit residential: duplex units, single-plex units and a container dormitory.
- Commercial: auto repair facility (~18,000 sq ft metal building), office/retail, quick-service restaurant (structural drafting), 8 Series Auto Repair shop, and industrial pellet mill plant (new project).
- Coordinate structural, civil and MEP consultants; revise drawings after municipal plan-review comments.
- Manage 2–3 concurrent projects, including proposals (by sheet or by hour) and progress-based invoicing.
- Set up an AI-assisted workflow that organizes email, files and meeting notes into Notion tasks and progress reports.

Project Coordinator — Erlise Tancredi Kitchen Architecture & Retail, São Paulo, Brazil 2025 (11 months)

- Coordinated kitchen and retail architecture projects, from design through delivery, at one of Brazil's leading commercial kitchen design firms.
- Projects included a four-story industrial kitchen and restaurants for Grand Palladium Imbassaí Resort & Spa, Brasê Teresina Restaurant, and two Entre Amigos mall food-court units (Recife and Fortaleza).

Owner / Architect — Pedro Lopes Arquitetura, Brazil 2020 – Present

- Completed 50+ designs and consultancies across residential, commercial, institutional and food service projects.
- **Residential:** new homes, renovations and interior design; quick single-room renovation consulting.
- **Commercial:** retail stores, mall kiosks and medical/professional offices.
- **Institutional:** renovation of the Regional Labor and Employment Superintendency headquarters (Rondônia), including an accessibility compliance study.
- **Food service (lead architect and coordinator):** 10 completed projects and 6 consulting/feasibility engagements.
  - Regional burger chain: 6 built locations (department stores, malls, bus terminal, street front), plus feasibility studies and a fire protection design.
  - Ground-up restaurant (kitchen and dining) for a state-funded low-cost meal program.
  - Space-optimized snack bar with a 7 m^2 (75 sq ft) kitchen; mall kiosk; low-budget restaurant renovation (back and front of house).
  - Consulting: health-code (ANVISA) review of a frozen-food production kitchen; layout, seating capacity and equipment planning for a sandwich shop; cooking equipment selection for a burger restaurant.
- Handle proposals, client negotiation, code compliance (accessibility, fire safety, health code) and construction documentation.

Education & Credentials

- **Bachelor of Architecture and Urbanism** — UNIRON (União das Escolas Superiores de Rondônia), Brazil, 2018
- **Postgraduate Studies, Project & Process Management** (PMBOK-based) — IPOG, coursework completed; final thesis in progress
- **Postgraduate Studies, Interior Design** — IPOG, coursework completed; final thesis pending
- **Postgraduate Studies, Engineering Appraisals and Forensic Inspections** — IPOG, coursework completed; final thesis pending
- **Specialized training in commercial kitchen design** — courses, immersion programs and internship, 2023–2024
- **Registered Architect in Brazil** — CAU/BR A170180-0 (not US-licensed)

Languages

- **Portuguese:** native
- **English:** fluent (4 years living in the US; daily work with a US firm)