

Mark J. Bauer
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Summary of Qualifications

Twenty-five years multifaceted and progressive experience in conceptual engineering and architectural design, construction, maintenance, facilities planning, engineering management, technical sales support, graphics, CAD design (including 3D), CAD systems management and PC hardware and software support.

Professional Experience

Notari Associates

May 2005 – October 2011

Technology Director and CAD Manager

- Duties include: Establish, implement and maintain drawing standards. Ensure internal and vendor drawing compatibility. Implement archive procedures, review design drawings for constructability.
- Support all users in the 3D model design approach and produce client 3D renders. (Sketchup in particular, some AccuRender & Autodesk Impression)
- Provide end user support and coordinate training for AutoCAD/ADT (Autodesk Architecture thru 2011) & MS Office and graphic software. Provide in-house training, and document user procedures.
- Provide Network & Server administration (Windows) including MS Exchange, hardware specification, hardware diagnosis and repair and software installation/configuration. Familiarity with Remote Desktop, VPNs and firewalls and management of other outside vendors for support.

Pencilbox, LLC

February 2003 – May 2005

Provide CAD, computer, and network consulting services. Recent projects include:

- CAD Director, managing CAD systems for civil engineering firm; establish, implement and maintain drawing standards. Ensure internal and vendor drawing compatibility. Implement archive procedures.
- Provided end user support and training for design/CAD and graphics software.
- Provide Windows 2003 server administration, hardware specification, hardware diagnosis and repair, software installation and setup, research and testing, including management of other outside IT vendors for support. This includes network connectivity of all offices via VPN.
- Design of water & wastewater treatment plants for local utilities & residential.
- Development of water treatment plant drawings including civil drafting & design services of sitework for a civil engineering firm
- Coordinate production drawing work for local utility BGE gas pipeline division.
- Preparation of conceptual layouts for power plants utilizing medium speed multi-fueled reciprocating engines and components.
- Design of a 3D visual engineering model to confirm construction project feasibility.
- Production, development and maintenance of secure website that provided a forum for customer satisfaction issues and dissemination of technical information.
- Creation of customer specific templates in MS Office and AutoCAD.
- Maintenance and troubleshooting of networks for various local small businesses.

Wartsila North America (WNA), Inc.

March 1993 – February 2003

Senior Applications Engineer

December 1995 – February 2003

- Produced AutoCAD based 3D visual renderings and animations, 2D general arrangement concept drawings of power generating facilities and technical proposal layouts for client presentation purposes. Created self starting CD-Roms in a user friendly web format for use in proposals, marketing and technical presentations.
- Generated high resolution production graphics in such applications as CorelDraw and Adobe Illustrator for marketing use in trade shows, electronic publications, newspapers and magazines (CMYK & RGB composites).

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- Created and maintained WNA Corporate Web and Intranet sites.
- Managed CAD systems; established and maintained drawing standards and ensured vendor drawing compatibility.
- Provided end user support and training for design/CAD and graphics software.
- Assisted the IT Group with PC support to include server administration, hardware specification, hardware diagnosis and repair, software installation and setup, research and testing.

Facilities Industrial Engineer

March 1993 – December 1995

- Established, specified and implemented AutoCAD systems, software and procedures for WNA. This was the inception of design activities for WNA. Integrated and interfaced those initiatives to work with other Corporate drafting and manufacturing systems.
- Managed all AutoCad files and file exchanges for WNA with all international offices and engineering firms.
- Supported/trained WNA AutoCAD users, programmed AutoCAD customizations (Lisp) as needed
- Provided facilities management for the WNA Corporate office including lease arrangements, utilities, design and space planning, furniture inventory, construction/renovations, and HVAC requirements in accordance with ADA, AIA, BOCA, NFPA, NEC & OSHA codes. Provided facilities designs or solutions as requested for WNA branches.
- Participated in joint venture review process of various U.S. based manufacturing firms to achieve Wartsila Corporate directive of establishing WNA as a valid U.S. content vendor.
- Worked with selected vendors to coordinate and construct an engine testing facility in Indiana based upon Wartsila Corporate factory specified criteria. Reviewed facilities for suitability, based on design, funding, resources, manpower, equipment, and transportation.
- Facilitated final construction phase, punchout and warehouse move for WNA Corporate office.

Baltimore Stationery Company

February 1993

Manager of Design

- Managed 8 staff designers in Maryland and Delaware.
- Standardized design/CAD file methods and requirements.
- Coordinated between clients, vendors, in-house sales staff and designers for cost effective facility design solutions.

Notari Associates

November 1991 – January 1993

Freelance Project Manager / Computer Consultant

- Projects for this architectural firm included commercial and residential design, drafting and construction management.
- Recommended, implemented and maintained in-house PC's and customized AutoCAD software.
- Assisted with the design and construction management of condominium renovations at Harbor Courts, downtown Baltimore and WNA (30,000 sq. ft.).

United States Fidelity and Guaranty Company (USF&G)

October 1982 – November 1991

Engineering Services Coordinator

January 1990 – November 1991

- Effected multi-disciplinary coordination and review of HVAC, plumbing and electrical designs for 12 space planners both locally and at nationwide branch offices. Provided and reviewed construction budgets for same.
- Analyzed, recommended and installed hardware/software for Administrative Services. Prepared annual budgets for equipment and materials. Maintained both electronic and paper drawing libraries for all USF&G Facilities.
- Established & maintained in-house CAD Standards.

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- Programmed customized AutoCad software to include a new furniture product line based on manufacturers' specifications. Provided training including a manual, and technical support.

Construction Services Coordinator

January 1986 – December 1989

- Co-designed branch office renovations at out of state locations with space planning unit. Responsible for HVAC, electrical and plumbing aspects of the projects.
- Reviewed all construction bids and submittals to meet company guidelines and cost criteria.
- Assisted in achieving new company objective to complete all design projects in AutoCad, by custom tailoring AutoCad software to expedite USF&G's design process and incorporating standards via AutoLisp. Additional cost savings realized by elimination of outside CAD consultant. Resultant software was copyrighted to USF&G and myself.
- Managed exchange of all electronic drawing information/translation with outside vendors to include DXF and IGES formats.
- Began coordination of electrical and moving requirements for expansion into new Mount Washington Life Company Site (300,000 sq. ft.).
- Acted as Contractor Liaison for such projects as the Center Club, additions to the Commerce Street Building and rewiring of the Light Street tower phone system. Coordinated design estimates, construction requests and their implementation for all tenant spaces.

Construction Services Administrator

March 1983 – December 1985

- Monitored construction and occupancy of new multi-million dollar Mount Washington facility.
- Assisted in start-up of the site central utilities plant. Initiated Preventive Maintenance programs and procedures manuals for all in-house maintenance staff and outside service vendors for the central utilities equipment.
- Completed building punch-out for all disciplines resolving construction problems at this 100,000(+) sq. ft. site.
- Performed design/build of branch office to suboffice renovations at out of state locations. Phases included: design and permit to coordination of USF&G construction staff with local Union and Non-union contractors, utilities and phone companies.
- Produced As-built drawings and documentation upon project completion.
- Performed job scheduling/construction estimating for the Corporate Office. Preparation of budgets for in-house renovation by outside sources. Procurement of materials and scheduling of in-house manpower for space renovations [100,000(+) sq. ft.].

Electrician Assistant

October 1982 – March 1983

- Duties included basic wiring and equipment connection with Master Electrician; carpentry, drywall, plumbing and modular wall system installation. Provided drafting services for Engineering Department for sprinkler systems, HVAC, architectural and electrical disciplines.

Education

- Currently pursuing options to return to school to obtain a degree in Architecture.
- University of Maryland, Bachelor of Science in Electrical Engineering with Engineering Management minor.
- Graduate of Baltimore Polytechnic Institute, "A" Course Engineering Curriculum

Professional Memberships

- Institute of Electrical & Electronics Engineers (IEEE)
- American Society of Heating Refrigerating and Air Conditioning Engineers (ASHRAE)

REFERENCES AVAILABLE UPON REQUEST