

Philip Baxter

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LETTER OF INTENT

I am writing this letter of intent to initiate and show interest in the process to become a member of the American Institute of Architects Virginia Board.

I started practicing Architecture over a two years ago after my career in the Army and becoming an entrepreneur after becoming a disabled combat veteran. Coming back into Architecture, it is my intent to give back as much as possible.

In AIA Richmond I am currently a Board Associate Director, serve on two committees, the Community and Governance Committee, which we champion events like Canstruction and Front Porch. I also serve on the YAFRVA Committee in which I have helped in support of events including Welcome to Richmond and many Hard Hat Tours, I also serve as the Instagram Manager for YAFRVA. I was accepted into AIA Virginia Emerging Leaders in Architecture and was the first recipient of the FAIA R. Corey Clayborne Scholarship. I serve on the ELA Richmond Steering Committee and I also serve on the AIA Virginia LAB Steering committee.

I'm also a member of the Virginia Chapter of the National Organization of Minority Architects. I am the Chair for the Outreach and Planning Committee. I was a presenter, mentor, and volunteer at this year's VANOMA Project Pipeline Summer Camp exposing middle school and high school students to Architecture and Design at Brightpoint Community College. I developed and assisted in the VANOMA Partnership Campaign dedicated to bringing together members across the state of Virginia post-pandemic workforce.

I am a Wounded Warrior Project Alumni and volunteer frequently to give back to like minded veterans battling Combat PTSD. I also serve as the Instagram Manager for the WWP.RVA Peer Support Group.

I believe as serving as an associate board member in AIA Virginia would allow me to help in assisting the Board in giving back and positively effecting the design community and environment. My commitment to knowledge inspires me to want to learn more and to share along the way. Please consider my application for AIA Virginia Board.

I also serve in the Greater Scott's Addition Association as a Board Member. I've served on the Governance Committee and I am currently serving on the Marketing Committee, working together to make our neighborhood a great place to be for residents and businesses.

Thank you

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RESUME

Highly motivated Disabled Combat Veteran seeking to expand Architecture knowledge base towards becoming a licensed architect after completing military career. Utilized a strong background in efficiently managing multiple priorities and successfully meeting organizational demands. Looking to leverage the knowledge from my military, project management, and leadership experience in a career where strong communication skills, integrity, and adaptability to a fast-paced environment could be an asset.

SKILLS

Communication	Adaptability in the face of adversity	Initiative
Flexibility	Problem-Solving	Technical Skills
Integrity	Teamwork	Leadership
Organization	Compliance	Strategic Planning
Detail – Oriented	Microsoft Office	Dedication
In Design	Adobe Photoshop	Revit
		Sketch up

EXPERIENCE

DS ARCHITECTURE, CLEVELAND OH

09/2024-Present

Project Designer Current

DNA WORKSHOP (DYKE NELSON ARCHITECTURE), RICHMOND VA

**11/2022-
09/2024**

Associate Architect, perform site evaluations, scheduling, programming, proposals, and measurements. Construction Documentation and Construction Administration. Multifamily, Low income housing tax credit, historic preservation, hospitality, and retail. Worked on projects in a range of 15-20 different states.

BAXTER SAFE HOMES LLC, RICHMOND VA

**08/2019-
08/2020**

Operations Manager, Managed and supervised administrative and operational tasks. Took inventory and ordered supplies as needed. Adhered to all safety and quality regulations. Handled monetary transactions, balanced the budget, and conducted analysis.

MMG Services for Disabled Veterans and Dependents, Reading PA

**04/2016-
08/2019**

Chief Executive Officer, Owner and Operator Pennsylvania 501 c 3 which facilitated free fitness for Disabled Veterans and their Dependents, provided free health education, and provided Combat PTSD counseling for service members and their dependents funded through grants awarded for bridging the gap with Veterans and the local Community.

UNITED STATES ARMY

**05/2005-
04/2016**

Infantry Officer, Company Commander, Operations Officer. given mission parameters, timeline to execute to standard, and posture for future operations.

Multiple successful combat deployments. Accountable for over \$21,000,000 of Fleet vehicles and Military equipment. Responsible for the welfare and training of over 254 Soldiers with over 31 different skill sets. Ability to balance and adjust priorities as needed while working on multiple diverse projects simultaneously. Investigating Officer for cases foreign and domestic. Officer In Charge of the Iraqi Security Forces, Building Official, and Pay Agent.

EDUCATION

Prairie View A&M University of Texas 2005

Major

Architecture

Minor

Military Science

AWARDS

BRONZE STAR MEDAL	ARMY ACHIEVEMENT MEDAL	TWO MERITORIOUS UNIT COMMENDATION
NATIONAL DEFENSE SERVICE MEDAL	GLOBAL WAR ON TERRORISM SERVICE MEDAL	THREE IRAQ CAMPAIGN MEDALS WITH CAMPAIGN STAR
ARMY SERVICE RIBBON	COMBAT INFANTRYMAN BADGE	SILVER RECRUITER BADGE
PARACHUTIST BADGE	MODARM ARMY COMBATIVES LEVEL TWO CERTIFIED	RANGER SCHOOL

ORGANIZATIONS

Wounded Warrior Project Alumni

WWP.RVA Instagram Manager

Veterans Coalition of Pennsylvania Partner

MMG Services for Disabled Veterans and Dependents Partnered with VCOP to feed homeless veterans once a month.

NOMA member

VANOMA Outreach & Events Planning Committee Chair

VANOMA Project Pipeline Presenter, Mentor, and Volunteer Summer Camp exposing Middle School through High School students to Architecture and Design.

VANOMA Partnership Campaign head dedicated to bringing together members across the state of Virginia post-pandemic workforce.

VANOMA Design RVA exposes grade school students to architecture and design in Richmond Va.

AIA Richmond Associate Board Member

First R. Corey Clayborne Scholarship Recipient for Emerging Leaders in Architecture AIA Virginia

AIA Richmond Community and Governance Committee

AIA Richmond YAFRVA Committee

Richmond Virginia Greater Scotts Addition Association Board Member

Richmond Virginia Greater Scotts Addition Association Marketing Committee member

Pop up Park, a team member in setting up, operating, and cleaning up an event in the community that promotes adding more green space.

Serve Day, a team member in neighborhood clean-up, community service, and community engagement.

PROJECTS

Petersburg East Apartments, Petersburg VA Petersburg East Housing Partnership LP Construction Administration, Construction Documents, Drafting	Multifamily renovation Revit, CA
Hopewell Heights, Hopewell Va Envolve Communities LLC Construction Administration, Construction Documents, Drafting	Multifamily renovation Revit, CA
Glenridge Gardens, Augusta ME Glenridge Housing Associates LP Construction Documents, Drafting	Multifamily renovation Revit, CD
Carriage House Petersburg VA Envolve Communities LLC Design Development, Construction Documents, Drafting	Multifamily renovation Revit, CD
Casa Grande, Jackson MS Lockwood and Mead Real Estate Programming, Schematic Design, Drafting	Multifamily renovation Revit, CD
Lake Side Garden Apartments, Shreveport LA SPC Development Corporation Construction Documents, Drafting	Multifamily renovation Revit CD
Labor Retreat, Minneapolis MN Labor Retreat Acquisition Partners LP Construction Documents, Construction Administration, Drafting	Multifamily renovation Revit, Photoshop, In Design, CA
Westdale Apartments, Cedar Rapids IA Westdale Apartments AF, LLC. Construction Documents, Drafting	Multifamily renovation Revit, CD

Tyler Apartments, TN Tyler Housing Partners LP Design Development, Construction Documents, Drafting	Multifamily renovation Revit, Photoshop, In Design, CA
University of Toledo University of Toledo Design Development, Construction Documents, Drafting	Institution Dorm Renovation Revit SD
Strongsville Fire Station Number Five City of Strongsville Ohio Design Development, Construction Documents, Drafting	Multifamily renovation Revit SD-DD
The Catalyst of Literacy Wall Ascent at Broadway Project Manager	Multifamily renovation Project Manager