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## NOTABLE ACCOMPLISHMENTS + ASSOCIATIONS

- Certified Construction Specifier (CCS)
- New Orleans Chapter, CSI, President (2015-2017)
- Certified Accessibility Specialist, State of MN (2008-2011)
- LEED Accredited Professional
- Small, Woman-Owned, Emerging Small Business Enterprise (S/W/ESBE) with the City of St. Paul, MN CERT Program.
- Adjunct Instructor, University of MN College of Design (2006-2008)
- Winner, 2001 Aging in Place National Student Design Competition, NAHB Research Center

## EMPLOYMENT HISTORY

- **Employer:** lo.specs  
**Location:** Minneapolis, MN  
**Dates Empl:** July 2015 - present  
**Highlights:** Providing technical assistance with selection of products and development of architectural specifications; providing insight pertaining to procurement requirements; assembling full project manuals and coordinating consultant specifications.

- **Employer:** Eskew+Dumez+Ripple Architects  
**Location:** New Orleans, LA  
**Dates Empl:** June, 2009 – July, 2015  
**Highlights:**

### **Jazz & Heritage Center – New Orleans, LA**

Role: Project Specifier / Contract Administrator

Project Features: Historic French Quarter building renovation and new addition for the New Orleans Jazz & Heritage Festival and Foundation's music school, performance venue and recording studio

Tasks: Assisted design team with construction document coordination, product research and specification production. Prepared bid addenda. Attended weekly site progress meetings, prepared contract modification documents.

### **Transfiguration of the Lord Classroom Building – New Orleans, LA**

Role: Project Specifier

Project Features: FEMA-funded, total building replacement.

Tasks: Construction document coordination, product research and specification production.

### **Superdome Enhancements**

Role: Project Specifier

Project Features: Reconstructed seating bowl, newly added "bunker clubs," suites and press boxes.

Tasks: Assisted design team with construction document coordination and specification production. Coordinated public-bid procurement and contracting requirements, prepared bid addenda.

- **Employer:** UrbanWorks Architecture  
**Location:** Minneapolis, MN  
**Dates Empl:** July, 2006 – October, 2008  
**Highlights:**

**Clover Field Marketplace – Chaska, MN**

Role: Construction Administrator / Project Manager

Project Features: 117 apartments meeting UFAS requirements (a HUD-financed project) including amenity space, retail shell spaces and underground parking: all new construction.

Tasks: Attended weekly site progress meetings, performed weekly site inspections, prepared field reports and contract modification documents.

**Fusion Historic – Minneapolis, MN**

Role: Project Architect

Project Features: Gut rehabilitation of a nationally designated historic building (formerly a hospital) into apartments. Awarded the “Good Luck and Godspeed” award by the Minneapolis Heritage Preservation Commission.

Tasks: Inspection and documentation of as-built conditions, design development and construction documents for partial demo work and new construction.

**Creekside Commons, Jackson Street Artist Lofts, The Marmont, Andrew-Riverside Senior Housing:**

Wrote, edited and coordinated outline specs and full project specifications.

- **Employer:** Miller Dunwiddie Architects  
**Location:** Minneapolis, MN  
**Dates Empl:** July 2005 – July 2006  
**Highlights:**

**Our Lady of Lourdes Church Kitchen/Bathroom Remodel – Minneapolis, MN**

Role: Project Architect / Project Manager

Project Features: Remodel of existing kitchen and bathrooms to meet needs of handicapped parishioners.

Tasks: Inspection and documentation of as-built conditions, design development and construction documents for partial demo work and new construction.

- **Employer:** Cermak Rhoades Architects  
**Location:** St. Paul, MN  
**Dates Empl:** July 2001 – June 2005  
**Highlights:**

**St. Barnabas Apartments – St. Paul, MN**

Role: Junior Project Architect / Construction Administrator

Project Features: 52 studio apartments, offices and tenant lounge – gut rehabilitation of a former hospital.

Tasks: Inspection and documentation of as-built conditions, design development and construction documents for partial demo work and new construction. Attended weekly site progress meetings, performed weekly site inspections, prepared field reports and contract modification documents.

**Lindquist Apartments – Minneapolis, MN**

Role: Junior Project Architect / Construction Administrator

Project Features: 26 studio apartments, offices, testing laboratory: all new construction

Tasks: Design development, detailing and construction documents. Responsible for routine client meetings, communications and consultant coordination. Attended weekly site progress meetings, performed weekly site inspections, prepared field reports and contract modification documents.

**EDUCATION**

- **Institution:** University of Minnesota  
**Degree:** Master of Architecture  
**Compl Date:** May, 2001
  
- **Institution:** University of Minnesota  
**Degree:** Bachelor of Arts in Architecture  
**Compl Date:** July, 1997
  
- Proficient in: Word, Excel, Photoshop, InDesign, Bluebeam PDF Editor, AutoCAD and Revit, SpecLink.

[references available upon request]