

Susan Geffers

Office Manager

Archetype Architects

Portland, Maine

Experience

Sue brings over 20 years of administrative experience to Archetype Architects. Sue joined Archetype as the Office Manager in May of 2000. As the Office Manager Sue provides administrative support and attends to the Company's day-to-day office needs. Responsibilities include accounting, human resources and general office administration. She is also responsible for all computer hardware, software, networking and repairs & troubleshooting. Sue currently lives with her husband and Standard Poodle in Falmouth and enjoys sailing and spending time with her family.