



# James Reed

ARCHITECT

## Profile

Passionate and skilled architect with 5+ years of experience planning, developing and implementing exceptional architectural designs. Committed to high-quality details and achieving client satisfaction every step of the way.

## Employment History

### Architect, Howard Beach Architecture, New York

JULY 2018 – FEBRUARY 2021

- Worked in high-end residential construction, providing optimal architectural design work for clients.
- Collaborated with design consultants, subcontractors and clients to ensure that projects ran smoothly.
- Served as an integral part of a design team to carry projects from freehand schematic design presentations to construction.
- Developed spreadsheets and project timelines and communicated all necessary details to colleagues and clients.
- Demonstrated professionalism and a commitment to excellence at all times.
- Participated in business development activities and advised regarding marketing pursuits.
- Maintained strong relationships with clients and consultants.

### Junior Architect, Sky Line Architects, New York

NOVEMBER 2015 – MAY 2018

- Coordinated with all engineering disciplines and external consultants.
- Handled technical detailing and document production.
- Participated in the conceptualization of design projects.
- Developed, prepared and coordinated presentation and documentation materials
- Prepared code and zoning reviews.
- Worked collaboratively with principal architects and other project leaders.
- Followed established standards for project production.
- Proficiently created visualizations with 3D modeling programs.
- Communicated regularly to management and the project team with project updates.

## Education

### Master of Architecture, Cornell University

AUGUST 2011 – MAY 2015

### Structural and Architectural Engineering, Fordham University

SEPTEMBER 2008 – MAY 2011

## Details

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## Skills

Architectural Design

Agile Project Management

Google Sketchup

AutoCAD

Leadership Skills

## Languages

English

Spanish