

Matthew S. Cohen

8707 Manhattan Drive, Houston, TX 77096

Cell: (713) 384-6830

cohen.architect@gmail.com
architect.texaswebeffects.com

LEED and NCARB accredited licensed architect, experienced in a variety of Commercial, Governmental, Institutional and Residential disciplines. Practical experience across a broad spectrum of project execution functions that include building code research and analysis, construction documentation, project team coordination, project management and construction administration. AutoCAD® and Revit® proficient.

CAREER HISTORY

Kirksey Architecture **Houston, TX** **2017 – 2020**

Kirksey Architecture specializes in commercial, science and technology, healthcare, institutional, governmental, collegiate, K-12, hospitality and interior design projects.

Senior Associate / Project Architect

Proficiencies include, but are not limited to Code Analysis, Document Preparation, Consultant Coordination, Client Management and Construction Administration, Project Management.

- *Highly effective at solving problems and coordinating the work of team members, associated architects and project consultants.*
- *Consistently leverage readily available material and human resource capabilities to communicate innovative, clear and concise solutions to complex tasks.*
- *Responsible to the Principal-in-Charge, the client, and the assigned design team for defining schedules and deliverables, coordinating and disseminating information, and adhering to design and documentation criteria and standards.*
- *Manage the assignment of personnel, adherence to budgets, quality control, and all other aspects of successful project development and delivery.*
- *Committed to upholding the highest standards, integrity, discipline and quality at the project level. Inspire team members to achieve design excellence, client appreciation and project profitability.*

Page Southerland Page **Houston, TX** **2010 – 2017**

Page Southerland Page specializes in commercial, healthcare, institutional, governmental, strategic planning and landscape architecture projects.

Associate / Senior Project Architect

Code Analysis, Proposal Writing, Document Preparation, Consultant Coordination, Client Management and Construction Administration, Project Management

EDI Architecture **Houston, TX** **2006 - 2009**

EDI Architecture specializes in commercial, leisure, hospitality, residential, planning and landscape architecture projects.

Senior Project Architect

Produced construction contract documents for predominately large scale mid- and high-rise residential and hospitality projects. Mentored the production team and ensured the preparation of thorough, high quality construction drawings. Coordinated the consultant documents.

- *Developed new documentation standards to include cartoon sets that define expectations and quality level for 30%, 60% and 90% construction documents, and established a new standard construction detail library.*

Meeks + Partners**Houston, TX****1994 - 2006**

Meeks + Partners specializes in luxury high-rise, mid-rise and high-density mixed-use multi-family, architecture.

Job Captain / Project Architect

Managed \$18 million+ high-density multifamily and mixed-use projects from schematic design phase through project completion.

- *Developed project management skills by preparing construction documents and specifications, handling daily construction administration responsibilities, reviewing shop drawings and submittals, and performing periodic field observations.*
- *AutoCAD and Architectural Desktop proficient; a power-user among peers. Developed the corporate CAD standards and customization to ensure drawing consistency and improve design and production efficiency.*

Perry Homes**Houston, Texas****1991 - 1994**

Perry Homes is one of the largest home builders in Texas.

Project Designer

Developed and produced home plans for construction. Checked cable plans and HVAC. Monitored construction at frame and trim stage. Designed and developed additional elevations. Well-versed in AutoCAD® R12, as well as AutoLISP®.

- *Designed and developed custom AutoLISP® programs and menus for the Design department. Responsible for AutoCAD® training within department.*

Brand + Allen Architects**Houston, TX****1989 - 1991**

Brand + Allen Architects specializes in Retail Design and Interiors.

Production Intern

Worked on small teams producing working drawings for major corporate retail clients.

- *Gained experience in many phases of professional practice, including presentation, detailing, and construction administration.*

EDUCATION

Bachelor of Architecture, The University of Texas, Austin, TX

PROFESSIONAL AFFILIATIONS

Registered Architect, State of Texas

NCARB Certified

LEED® Accredited Professional

American Institute of Architects

Texas Society of Architects