

Benjamin Alden Cohen

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Education

Columbia University, Masters of Architecture.....Sept 04 - May 07
University of Wisconsin, Bachelors of Science.....Sept 98 - May 03

Experience

Gilmore Group, Project Manager & Designer.....New York, NY, June 07-present
Fulfilled both design and project management roles. Projects were executed in their entirety from concept through construction. Responsibilities included reviewing budgets, approving drawings and coordinating construction. Managed and participated on multiple projects concurrently, with careful attention to client's needs. I consistently met deadlines and assisted in delivering projects on time and on budget. Major clients included Walgreens, Johnson & Johnson, Sovereign Bank and Bank of America.

RJ Stahl Architects, Architectural Drafter.....Rye, NY, Sept 03 - June 04
At a small architectural office my ability to learn quickly and work independently allowed me to handle difficult tasks successfully. Within three months, I became the project coordinator and accountable for deliverable documents. I created construction documents for all building systems including structural, HVAC and electrical. I also met with clients, inspectors, engineers and contractors.

GSAPP Woodshop, Monitor.....New York, NY, Dec 04 - June 06
During graduate school I was part of a team that built millwork, exhibition displays and studio furniture for Columbia University. I helped maintain the woodshop and assisted in building upkeep as well as supervising and assisting students with woodshop tools and construction methods.

Urban Think Tank, Design Charrette.....Caracas, Venezuela, July 05 - Aug 05
In a two month fellowship in Caracas, I was one of five students, selected to collaborate with two professors in Caracas. Our team submitted design solutions for social and environmental challenges facing third world urban cities. Issues and proposals included solutions for housing, pollution, agriculture, transportation, fashion and energy.

Volume, Magazine Contributor.....New York, NY, May 05 - May 06
Created and edited content for a design magazine. Worked in groups to create content for publication. For example, I developed to a piece that used multiple ways of measuring of media and architecture.

MAD, Intern.....Beijing, China, June 06- Aug 06
Worked on a new high rise development. Responsibilities varied within a small team and included developing conceptual and schematic design. Our team refined initial concepts and solved problems through internal discussions and client meetings.

References available upon request

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Project Experience

LED Billboards at Times Square, 20M with Gilmore Group

I worked as part of project management team to coordinate all aspects of a super sign for a flagship retail space in Times Square. Duties included coordinating LED sign fabricators, structural engineer and installers. I prepared weekly status reports for client, and helped our team maintain schedule and budget requirements. Day to day tasks included solving issues in the field, reviewing architectural drawings, creating bid documents and overseeing bidding, handling change orders, and field inspections.

LED Color-Changing Letterforms, 340K with Gilmore Group

Independently managed and coordinated channel letter signage for retailer at Times Square. Under supervision of a senior associate, I was solely accountable for this scope including all coordination and construction. Responsibilities included overseeing the budget and bid process, working with vendors to fabricate prototypes and advising the client on vendor selection. Other tasks included reviewing shop drawings, overseeing installation and coordinating contractors, fabricators, and designers.

Retail Interior, 450K, 1500sf with Gilmore Group

I oversaw design and construction of retail store for Johnson and Johnson. Under the supervision of a senior associate, I managed the entire program and maintained regular interaction with our client. I coordinated all trades, architect, engineer, GC, millworker, electrician, fixture vendors and installers. I specified, budgeted, and purchased materials and fixtures. Furthermore, I was responsible for decisions at the job site, developed the schedule, handled change orders, managed construction and conducted punch lists.

Office Building with RJ Stahl Architects

Responsible for all construction drawings for a new-construction 4 story office building. Construction documents included structural, curtain wall, roofing, RCP, fire safety, electrical and HVAC drawings. Coordinated drawings for multiple trades. Demonstrated strong understanding of engineering, architectural, and structural drawings.

Reroofing of School and Condo with RJ Stahl Architects

Assisted with roof probes to determine water damaged roof areas. Created construction drawings and oversaw bid process and conducted field inspections during repair.

Residential Renovations with RJ Stahl Architects

Filled out punch lists, created drawings from field measurements, created bid and construction documents, assisted in selection of GC. Coordinated and reviewed projects with architectural review boards, GC, expeditor and engineer.

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Hello,

I am seeking challenging work as an assistant project manager with your firm. In 2007, I graduated from the Columbia School of Architecture and I have over three years of project experience. Presently, I fulfill both design and project management responsibilities at a design, marketing and project management firm in New York City.

I am accustomed to achieving several goals simultaneously, while dealing with the specific issues that arise during complicated projects. I have demonstrated an ability to work with clients and to communicate with builders. My experience includes creating construction drawings, managing budgets, handling RFI's, and coordinating teams through multiple phases of large projects. Most importantly, I enjoy working with people and perform intelligently in fast paced situations.

Currently, I reside in New York City and I am available immediately for interviews. I am excited by the prospect of being part of your team. Thank you for your time and I look forward to meeting with you soon.

Sincerely,
Benjamin Cohen