

JOE COOPER

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As a Designer and Draftsman, I'm always learning, hoping that I may translate others' dreams into realities.

EXPERIENCE

DRF DESIGN Cleveland Hill, NY

Architectural Associate April 2023—May 2024

- Design, Develop, Draft, and Layout over 60 residential projects and 2 commercial projects, including new homes, additions, alterations, and accessory structures.
- Established and Maintained client communications before and during projects.
- Ensured Schematic Design met Code and Structural requirements.
- Developed 3D renderings for new houses, 3D renderings of model conditions.
- Took notes during meetings and used those to work independently and efficiently.
- Produced legal documentation of code review and energy compliance.
- Quickly adapted to new software and filing conventions to produce work efficiently and cooperatively.
- Trained 4 employees in filing and typical drafting conventions.
- Maintained excellence even when working on multiple tasks at a time.

FINGER LAKES LAW GROUP Penn Yan, NY

In-House Designer, Renovator May 2020—August 2021

- Designed and Developed a logo series for a local Bubble Tea Shop.
- Managed a small office, keeping a schedule for two people, Filing and Organizing documents.
- Wrote Receipts, Took Messages, and Maintained client/tenant Communications.
- Renovated 3 apartments.

EDUCATION

JUDSON UNIVERSITY Elgin, IL

Bachelors in Architecture December 2022

SKILLS

Adobe Illustrator, Adobe InDesign, Adobe Photoshop, AutoCAD, Google Suite, Microsoft Office, Revit, Rhino, SketchUp, Slack.

Communication, Mathematics, Organization, Self-Teaching, Time Management, Training.