



JOSHUA KLEVORN

Since May 2016, I've worked as both a project architect and project manager with Helpern Architects (and before then, as a Junior Architect since 2014).

My current roles range from writing proposals and drafting schedules, to meeting regularly with clients, to coordinating consultant work in both the design and construction process, to managing CAD drawing sets & standards, to all aspects of construction administration, to researching specifications, to working with expeditors to obtain various city agency approvals (DOB, CPC, LPC).

Given the small size of our office, I regularly take projects from their conception to completion, and enjoy establishing efficient work flows and being meticulously organized throughout the entire process. I genuinely care about folder structures, using the right software(s) for the various parts and phases of our projects, and producing easy-to-read and easy-to-navigate drawing sets.

Education

University of Michigan
Bachelor of Science in Architecture, 2010

Employment History

Helpern Architects
Project Manager, 05.2016 - present
Project Architect, 05.2016 - present
Junior Architect, 09.2014 - 05.2016

Ygor Prudente Arquiteto
Junior Architect, 07.2014 - 09.2014

Boyne Real Estate
Draftsman, 11.2013 - 04.2014

Frederic Schwartz Architects
Junior Architect, 09.2010 - 08.2013

Software & Languages

8+ years professional experience

- AutoCAD
- Revit
- SketchUp
- Photoshop
- InDesign
- Illustrator
- Microsoft Office Suite

working knowledge

- Portuguese (Brazil)
- HTML, CSS & JavaScript
- Premiere Pro
- Podium
- Rhinoceros
- V-Ray

HELPERN ARCHITECTS - SELECTED PROJECTS

Carnegie Hall - Front of House Master Plan, New York, NY (ongoing)
Project Architect for Master Planning of front of house spaces & marquee(s)

- manage CAD drawings set
- interview key staff
- develop space program plan
- coordinate consultants' work
- compile Master Plan Report

212 5th Avenue, New York, NY
Junior Architect (later, Project Architect) for conversion of a 200,000 SF, 24-story building on Madison Square to 48 luxury apartments

- managed CAD drawings sets
- provided full design & CA services
- coordinated consultants' work
- obtained LPC, CPC & DOB approvals

Asphalt Green - Public Assembly Spaces, New York, NY (ongoing)
Project Manager and Project Architect for re-establishment of PA permits for 5 Public Assembly Spaces within their Upper East Side campus

- manage all CAD drawings sets
- provide full design & CA services
- develop proposal & schedules
- coordinate site surveys
- coordinate consultants' work
- obtain LPC & DOB approval

Asphalt Green - Master Plan, New York, NY
Project Manager and Project Architect for proposed 340,000 SF Master Plan

- managed CAD drawings set
- provided full design services
- developed proposal & schedule
- coordinated site surveys
- presented to (and approved by) the Asphalt Green's board of trustees

2050 Bartow Avenue, New York, NY
Project Architect for 78,000 SF senior housing building renovations

- managed CAD drawings set
- provided full design services
- coordinated site surveys
- coordinated consultants' work