

CURRICULUM VITAE**ACHIEVEMENTS**

- MC of the Murray and Roberts Des Baker Student Architectural Awards 2010
- Vice Chair of the Student Architectural Congress 2010
- Award for excellence in leadership (SAIAT) 2006

PROFICIENCIES

Woking drawings
 Model building
 3D Modelling
 Data entry
 Minute taking
 Diary Management
 Event Management
 Office Management

TRAITS

Charismatic
 Organised
 Professional
 Calm
 Innovative
 Detailed

SOFTWARE SKILLS**REFERENCES**

Available upon request

PERSONAL STATEMENT

Since 2006 Architecture has been my deepest passion which continuously drives me toward excellence. After completing my diploma in Architectural Technology at the University of Johannesburg in 2011 I returned to the UK where I took a year out to travel and reconnect with friends and family.

Returning to the architectural profession has consistently challenged me to draw upon my IT and creative knowledge and to seek out new positions that foster my passion for architecture.

EDUCATION**University of Johannesburg | Jozi, South Africa 2004 - 2011 |**

Diploma in Architectural Technology (2006) & (2009-2011)
 1 year in BSc Information Technology (2004 - 2005)

British International College | Jozi, 2000 - 2003 |

2 x A - Levels (Biology & Computer Science, 2003)
 2 x AS- Levels (Mathematics & Art and Design, 2003)
 7x GCSEs (Grade C or above in English, Mathematics, Science, 2001-2002)

EXPERIENCE**Bespoke Careers | London, August 2012 - Present |****Interiors, Graphics and Visualisations Recruitment Administrator**

- Reception duties including:
 - FOH and welcoming new candidates
 - Answering incoming calls
- Mailbox duties including:
 - Reviewing and processing new applications
 - Outbound communication regarding the status of applications
- Ensuring all vacancies are listed on our websites and various jobs boards
- Data entry, including modifying portfolios and visualisations to a suitable size orientation and scope using Adobe Creative Suite.
- Contacting candidates and discussing opportunities and expectations.
- Ad-hoc IT support for staff members

University of Johannesburg | Jozi, February - October 2010 |**Vice Chair & Head of programme, Architectural Student Congress 2010**

- Creation of the ASC2010 programme
- Creation of the ASC 2010 programme booklet
- Identity, public perception and branding
- Responsible for pitching the overall vision to the 10 heads of schools
- Public speaking, MC of award events and delegate health and safety
- Communicating with various international speakers
- Setup and break down of venues
- Coordination of 600 student delegates.
- Management of student teams
- Seeking corporate sponsorships,
- Creation of the Murray and Roberts Des Baker Award poster

the Architecture Foundation | London, February 2008 - January 2009 |**Office Assistant**

- Supporting the Director including:
 - Diary Management
 - Hotel and travel arrangements
 - Letters, RSVP's and Outbound communication
- Office administration including letters, emails, filing, minutes and other tasks as required
- Responsible for maintaining FOH
- Assisting in the setup of public events and exhibitions
- Scheduling, inducting and managing interns
- Responsible for coordination of the MCC Lord's Masterplan competition and the Robinhood gardens ideas competition

@126 Architects | February 2008 - January 2009 |**Junior Architectural Technologist**

- Draft new designs for council submission on AutoCAD
- Creation of 3D models for use in presentations
- Retrieving information and submitting documents to/from local authority for approval
- Facilitate projects run by lead architects
- Accountable for meeting tight deadlines

** An unabridged list of employment is available upon request