

Diane Smith

Architect resume

AREAS OF EXPERTISE

Site surveys

Interior design

Residential conversions

Landscape planning

Housing projects

Project Technical Reports

Space utilisation

Project coordination

Contract administration

PROFESSIONAL

*Part III qualified
Architect*

RIBA/ARB registered

PERSONAL SKILLS

Strong presentation skills

Willingness to travel

Attention to detail

Strategic vision

PERSONAL DETAILS

*Diane Smith
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0044 121 638 0026
M: 0870 061 0121
E: info@dayjob.com*

Driving license: Yes

PERSONAL SUMMARY

An inspiring and motivational architect who has a commercial approach to creative design and a high degree of professional competence. Diane is able to work effectively in pressurised situations and can be relied upon to deliver, irrespective of circumstances. She has a long history of working on all stages of projects from inception to completion. She is Autocad proficient, has contract administration experience, and is able to work with multiple stakeholders on a number of projects simultaneously. Right now she is looking for a suitable opportunity to join a consultancy which not only has a stable workforce and healthy order book but is able to offer progression opportunities too.

WORK EXPERIENCE

Property Development Consultancy – Birmingham

ARCHITECT June 2010 – Present

Responsible for coordinating and supervising the design implementation on site. Also in charge of ensuring design quality, leading site meetings with different parties, managing design changes, documentation as well as overall administration.

Duties:

- Involved in the planning, design and construction of buildings.
- Compiling data for architectural plans, specifications, cost estimates, reports etc.
- Preparing layouts, drawings and preliminary sketches.
- Providing clear and unambiguous direction to members of the project team.
- Writing Reports, Site Visits and small-scale Project Management.
- Preparing sub-contractor order documentation.
- Developing & sustaining working relationships with private & public sector partners.
- Carry out 3D designs or 2D designs as required.
- Visiting sites and building relationships with site managers.
- Liaising with sub-contractors to ensure compliance with order documentation.
- Advising on planning applications.

Affordable Housing Company - Coventry

Architect April 2010 – June 2010

KEY SKILLS AND COMPETENCIES

- Ability to balance, co-ordinate and translate the needs of multiple stakeholders.
- Tenacious attention to detail and quality.
- Knowledge of commercial agreement production and negotiation.
- Can work on schemes within a variety of sectors.
- Possess a thorough knowledge of building regulations.
- Able to lead a project with multiple technical resources involved.
- Good knowledge in the use of AutoCAD and SketchUp for the preparation of feasibility plans, sketch designs and planning application drawings.
- Familiarity with ArcGIS and graphics packages.

ACADEMIC QUALIFICATIONS

Sparkbrook University 2008 - 2010

BA (Hons) Architecture

Coventry Central College 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.

Copyright information - Please read

© This Architect [resume template](#) is the copyright of Dayjob Ltd 2012. Jobseekers may download and use this example for their own personal use to help them create their own unique Architect resume. You are most welcome to link to any page on our site www.dayjob.com. However this sample must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this resume template please email: info@dayjob.com.