

Georgina Stevens

Architect Resume

AREAS OF EXPERTISE

Feasibility plans

Sketch designs

Planning application drawings

Compliance Reviews

Project management

Fire regulations

Zoning laws

Monitoring progress

PROFESSIONAL

ARB Registered

RIBA Member

Advanced First Aider

French speaker

PERSONAL SKILLS

Inventive and imaginative

Issue resolution

Calm under pressure

PERSONAL DETAILS

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PERSONAL SUMMARY

A resourceful, focused and determined architect who has considerable experience of working in the construction industry designing new buildings, restoring and conserving old buildings and developing new ways of using existing buildings. Georgina has previously worked on a range of multi million pound projects in the industrial, pharmaceutical, healthcare and education sectors. She has excellent knowledge of architectural design principles, patterns and practices, and always ensures that the environmental impact of any project is managed. She is now looking for a suitable position with a company that has an enviable reputation for imaginative, high quality designs & where the work is always varied & exciting.

WORK EXPERIENCE

Construction Company – Birmingham

ARCHITECT June 2010 – Present

Responsible for providing various pre-design services to clients, including; conducting feasibility and environmental impact studies, selecting a site, or specifying the requirements the design must meet.

Duties:

- Assuring that all technical solutions are viable and best practice.
- Identifying and assessing a customer's full requirements.
- Preparing drawings, plans and documents for statutory approvals.
- Liaising with key 3rd party suppliers and partners.
- Specifying the nature and quality of any building materials required.
- Visiting the construction site to check on progress and ensure that the project is running on time and to budget.
- Ensuring the cohesion and governance of the end to end project architecture.
- Co-ordinating the work of contractors.
- Preparing and presenting design proposals to clients.
- Dealing with any problems that might come up during building.

Surveyors - Coventry

ARCHITECT April 2010 – June 2010

KEY SKILLS AND COMPETENCIES

- Competent in housing layout design, bring new design ideas and be able to advise on planning applications.
- Superb design and presentation skills.
- Excellent inter-personal, negotiating and communication skills.
- Possess a thorough working knowledge of current building regulations.
- Experience of Architecture impact assessment and technical risk management.
- Having good drawing skills, with the ability to work in three dimensions (3D).
- Have strong visual awareness and an eye for detail.
- Excellent overall knowledge of all relevant technology.

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.

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