

Tony Smith

Graduate Architect

The Elms, Prior St, Cork

086 666777888

tonysmith@yahoo/com

LinkedIn details (you may wish to add more projects, pictures, photographs etc...)

PERSONAL PROFILE

A team player and highly motivated graduate with an Honours Degree in Architecture.

Possessing a proven ability to ensure projected architectural designs are functional, safe and economical and meet the needs of the client. Excellent

Excellent communication skills to keep in touch with clients to ensure that the project designs match their needs. Currently looking for a suitable architect position.

ACADEMIC QUALIFICATIONS

BSc Architecture (Honours) 2:1 2010-2014

Cork Institute Technology

Modules:

- | | |
|-----|-----|
| • X | • A |
| • Y | • B |
| • Z | • C |

Projects: *Title (in italics)*

- What you did
- How did you do it
- What was the outcome

Leaving Certificate 400 points 2009

St Finbarr's Community School, Cork

RELEVANT EMPLOYMENT

ARCHITECT (TEMPORARY) June 2014 – Present

Joe Bloggs & Co, Cork

Employed with a small architects firm and currently involved in working on a variety of exciting new projects.

Duties:

- Working closely with other professionals like surveyors and civil engineers.
- Producing drawings and specifications for construction teams
- Identifying customer requirements and attending meetings on site.
- Helping to co-ordinate technicians and craftspeople.
- Assessing the impact a building will have on the local environment.
- Ensuring building projects are completed within budget and schedule.
- Liaising with local authorities and regulatory bodies re: building regulations.
- Helping to prepare company tender applications.
- Writing design and technical reports.
- An understanding of all aspects of the design and procurement process.
- Excellent interpersonal and presentation skills.
- Responsible for specifying the nature and quality of materials required.

PERSONAL SKILLS AND COMPETENCIES

- Sound knowledge of Building Regulations and Standards.
- Proficient with Vectorworks and knowledge of Microstation & AutoCad.
- Having the ability to think and create in three dimensions.
- Able to work as part of a team or individually.
- Ability to prioritise and plan effectively.
- CAD proficient and have good design & technical skills.
- Flexible and willing to travel.
- An ability to withstand a pressured team.
- Ensuring confidentiality at all times.
- Able to communicate effectively both verbally and in writing.
- In-depth understanding of the construction industry.
- Able to resolve problems and issues that arise during construction.
- Competent with dealing with letters, emails and telephone queries.
- Fully aware of all Health & Safety regulations and requirements.

HOBBIES & INTERESTS

- Team sports (basketball, football, etc.)
- Determination activities (running, swimming, cycling, climbing, etc.)
- Brain activities (chess, etc.)
- Charity work/fundraisers...

REFERENCES - Available on request