

Contact me

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Qualifications and Education

BSc. (Hons)

University College London, The Bartlett.
2015-2018

Architecture BSc Part 1. **1st Class Honours.**

Foundation

Highlands College. 2014-2015

Fine Art Foundation. **Distinction.**

A Level

Hautlieu school 2012- 2014

Art **A***

Business studies **A***

Design technology **B**

Practical Skills

First aid trained. Member of St. John Ambulance.

Trained in Workshop skills and safety. Competent in Digital fabrication including laser cutting, CNC and 3D Printing with maintenance. Competent with majority of hand tools.

Trained with power tools including chop-saws, lathes and band saws/sanders. Soldering and brazing.

Full Jersey driving license and vehicle. Residentially qualified.

Specialist Software

-Illustrator CC, InDesign CC, Photoshop CC, Sketchup, Rhino, ArchiCAD, Cura, RD Works, Agisoft Photoscan.

-Full Microsoft Suite.

-Survey Monkey, Mailchimp, Wix, Salesforce.

-Basic Houdini, Blender, Maya, Premier.

-Competent in troubleshooting and hardware repairs.

Achievements and Awards

-Selected for a 2017 Presentation to RIBA.

-Winner of the Avril Picot Bursary 2016.

-Exhibited work and received commendation

CCA International Gallery 2015.

-Winner of the JEP Design an Ad three consecutive years.

-Epee fencing for Jersey in regionals.

-Hautlieu school representative at the Jersey

Culture Conference, 2011.

-First aid qualified, Current member of St. John Ambulance.

Hobbies

Fencing, Climbing, Track and road cycling, Drawing and life drawing, Analogue photography, 3D modelling, design competitions and exploring.

Personal Statement

Enthusiastic Part 1 Architectural BSc graduate from The Bartlett School of Architecture, with First class honours. I am a hard working, dedicated individual that has proven myself to be passionate and independent, as well as acting proficiently within a team environment. Looking to secure a position that will allow me to seek motivation in everyday challenges.

Employment Timeline

2019 iQ Jersey

Support Assistant, March 2019 - October 2019

Technical iOS and Mac OS IT support work for business (largely architectural) and individual clients. The role involved mainly customer liaison in a public facing position with troubleshooting, diagnostic and soft/hardware repair elements. This position was part of a small, dynamic support team which also provided experience in a luxury retail environment.

2018 ArtHouse Jersey

Executive Assistant, Sept 2018 - February 2019

Work beginning as a runner for a production by Brunskill and Grimes with members of the War Horse cast. My role became increasingly administrative and communicative as I assisted in managing resident artists, productions, drafting protocols and government correspondence, and providing assistance to the executive director. In addition, I was responsible for managing communication with high net worth individuals for fundraising events, and our Salesforce CRM Package.

2017 Jersey Archive/Metwork

Freelance Project, July 2017

Temporary short term commission to photograph, scan and digitally stitch a series of historic Jersey maps for use in a project to understand and analyse cultural and social shifts on the island.

2016 Volunteer work

Volunteer and design work 2010- 2016

Volunteer work for the First Tower Community Association with design and media support for events. Limited work at Durrell wildlife conservation in maintenance and horticulture. Assistance at the Jersey International Air Display over five years respectively. Currently training as a TFA in active voluntary duty at St. John Ambulance.

2016 BDK Architects

Project Assistant, June - September 2016

Following a 2013 internship working on the St.Brelades bay hotel health club, I began a design and administration role allowing me to develop time and resource management skills and client communication skills. Largely consisting of CAD assistance, drawing and modelling for presentation and on-site assistance covering three major (£3.5m) projects, including the Jersey Archive and the JCH Redevelopment. Material estimates, deconstruction plans and hazardous material plans were drawn from scratch for all projects. The majority of the role was individual work, culminating in large team presentations.

2015 Ransoms Garden Centre

Outdoor and Store Assistant, April 2013- September 2015

Hands on work assisting in stores, gardens and maintenance and off-site delivery. Practical work, often within a team included building outdoor structures, planting, watering and transporting resources. Other elements were administrative in the documentation of deliveries, returns, store operation and maintenance. During later months, I was heavily involved with training new staff members.

2014 Branchage Festival

Volunteer, August - September 2014

Five weeks of volunteering with a team. Work was primarily in assembling sets safely and promptly including assistance with the Spiegelent. Enforcing routes, constructing event boundaries and assisting performers and visitors were all ongoing duties.

2013 Young Enterprise Scheme

Marketing Director, September 2012- August 2013

Elected as head of marketing. This role required design and creation of advertisements for the company, a developed marketing plan, management of social media, surveying and team liaison. Awarded a Level 3 qualification.

2012 OneStudy Training

Design and Administrative assistant

This position involved data processing, providing marketing solutions and advert design, managing mailing lists and online surveys as well as managing social media and social marketing. The role also took on general administrative tasks and involved frequent client/team liaison. Returned for Summer temp work providing OneStudy Training with a series of four consecutive print adverts with new course press releases which ran twice in the Jersey Evening Post (readership 52,000). The time period between the brief and the publication was four days, demonstrating an application of skill and communication within an urgent timescale.

References

Tom Dingle

Director, ArtHouse

+44 (0)1534 617 521

Jacob Freeman

Manager, iQ Jersey

+44 (0)1534 769 320

Marie Shaw

Manager, Ransoms

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