

# Michael Andrews

## Graduate architect

### AREAS OF EXPERTISE

*Architectural design*

*Drafting skills*

*Planning regulations*

*Health & Safety*

*Structural engineering*

*Feasibility studies*

*Surveying*

*Building regulations*

*Sustainable environmental solutions*

*Site inspections*

*CAD*

*Photoshop*

### PERSONAL SUMMARY

A team player with excellent communication skills and academic qualifications, who has recently graduated with a degree in Civil Engineering and Architecture.

Possessing a proven ability to ensure projected architectural designs are functional, safe and economical and meet the needs of the client. Excellent communication skills to keep in touch with clients to ensure that the project designs match their needs

Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable architect position.

### ACADEMIC QUALIFICATIONS

Civil Engineering with Architecture (BEng) 2:2  
*Cardiff East University 2007 - 2010*

RIBA Part I & II (Distinction)

A levels: Maths (A) English (B) Technology (B) Science (C)  
*Cardiff College 2006 - 2007*

GCSE: Maths (B) English (C) Physics (C) Geography (A)  
*Mount Pleasant School 2005 - 2006*

### CAREER STATEMENT

*"I feel that my three greatest strengths are firstly my ability to have a clear understanding of the needs of client. Secondly the satisfaction I get from being involved in a building project. Finally my passion for being involved in creating buildings that could last for decades and knowing that they will make a positive impact on peoples lives and the environment.."*

Michael Andrews

### CAREER HISTORY

*Barton Primary School - Salford*

ARCHITECT (TEMPORARY) April 2010 - Present

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

#### *Duties:*

- Working closely with other professionals like surveyors and civil engineers.
- Producing drawings and specifications for construction teams
- Involved in designing student campus accommodation and associated facilities.
- 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..

## PROFESSIONAL

*First Aid Certificate*

*Fire Marshall*

*European Computer  
Driving Licence (ECDL)*

## PERSONAL SKILLS

*An eye for detail*

*Excellent communicator*

*Tactful & articulate*

*Problem solving*

*Excellent organisational skills*

## PERSONAL DETAILS

*Michael Andrews  
7 Anywhere Street  
Cardiff  
C14 8LR*

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[michael.a@emaladdress.co.uk](mailto:michael.a@emaladdress.co.uk)*

*DOB: 12/05/1987  
Driving license: Yes  
Nationality: British*

## VOLUNTARY EXPERIENCE

### *Animal Welfare Charity - Cardiff*

#### WEB DESIGNER AND VOLUNTEER

Summer 2009

As a unpaid volunteer helped to design, create and also maintain the charities website. Also carried out general administrative duties in the office like filing, photocopying etc.

#### *Duties:*

- General administrative duties in the office.
- Organising and participating in fundraising activities.
- Creating a logo for the charity.
- Updating the website with relevant news and information.
- Launching a email campaign.
- Keeping databases and spreadsheets up to date.
- Occasionally working at the charity shop.
- Working on the reception desk answering phone calls.
- Attending volunteer recruitment evenings.
- Visiting the charities rescue centre and attending to injured animals.
- Helping to nurse sick animals.

## PERSONAL SKILLS AND COMPETENCIES

- Sound knowledge of Building Regulations and British Standards.
- Proficient with Vectorworks and knowledge of Microstation or AutoCad.
- Having the ability to think and create in three dimensions.
- Able to work as part of a team or individually.
- Ability to prioritize 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.

REFERENCES - Available on request.

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