

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Architecture & Design

EXAMPLE 1

PROFILE

Possessing a strong architectural, construction and general design background, I have been employed within the Retail, Hospitality and Office Fit-out sectors. My career success in **Design/ Project Management**, has resulted from being highly organised, excellent stakeholder management skills and a strong work ethic, ensuring clients have been very satisfied with project outcomes.

CAREER OBJECTIVE

I am seeking a position as a Design / Project Manager that will utilise my architecture, construction and visual conceptual knowledge and skills that produces an end result / product that is of significant quality and impact. Willing to consider fulltime or contract position.

SKILLS & ATTRIBUTES

Creative / Technical

- Design and construction background with extensive experience in projects including workplace design and fitout and project management of fit-outs for high-end retail
- Computer literate with a knowledge of Microsoft Word, Excel, Project, EBMS, Ungerboeck Grazer and Outlook
- Highly creative with the ability to develop themes and concepts in design. Excellent eye for style and detail which covers many criterion where design has been prevalent
- Able to find innovative but practical solutions
- Adaptable and quick to learn new tasks, with a keen interest in acquiring new skills

Project and Stakeholder Management

- Highly developed organisational abilities demonstrated through the successful coordination of projects in retail, architectural and corporate sectors
- People management, staff supervision and client management expertise

Communication and Interpersonal

- Coordination of suppliers, contractors, architects and graphic designers
- Excellent interpersonal and communication abilities, report writing and developing creative design briefs
- Manage contractor meetings and prepare agendas, record minutes and monitor performance
- Extensive customer service experience and ability to communicate effectively with all outside consultants and management

Research

- Source the relevant person or company necessary to problem solve, using my extensive network base (e.g. Design Industry, Property Groups, Furniture Suppliers and Art Consultants).
- Up to date with industry trends by subscribing and attending industry events, both corporate and design based, enabling constant sourcing of design products and services and initiating business development opportunities