

Recent graduate of the Master of Architecture Program at Monash University with diverse professional experience in assistant roles in academic institutions as well as architecture and its allied interests. Highly developed communication and inter-personal skills that have been rewarded through persistent invites to high-calibre client meetings. Thorough understanding of Melbourne's urban environment including first-hand knowledge of the Smart City Office's resources and projects. Adept in creative problem solving and project management with an attention to detail that has delivered timely and well-executed exhibitions and hospitality concepts.

Key attributes

- Highly developed verbal and written communication skills
- Strong ability to solve problems creatively
- Experienced in project management and producing professional documents
- Sound technological skills including Microsoft Office, Adobe Creative Suite, and GIS (among many others)
- Research experience in academic and corporate settings
- Experience working with and improving administration systems
- Self-driven and attentive disposition, confident and helpful manner

Professional Experience

Afroditikrassa Ltd, London UK

Design and Studio Assistant, August 2015 - January 2017

For the highly-regarded multi-disciplinary design firm with clients such as Heston Blumenthal, Hilton and EAT, the role saw me multi-tasking on a number of concept and research projects, at times collaboratively and in others autonomously. In addition, I was responsible for a number of administration tasks to ensure the smooth running of the studio; including but not limited to, managing the archive, directing all incoming phone calls, and greeting visitors. When I was handed responsibility of managing the in-house designed product line, I updated a range of systems and documents to improve the efficiency of production, communication and shipping. Managing a range of roles that had competing deadlines required a great deal of time-management and organisation, however ultimately kept me busy and always feeling valued.

Project management including communication with a range of stakeholders

Managing the construction of a hospitality project at Camden Market required meticulous planning and proactive forethought to ensure all trades could work as efficiently as possible. Essential to this was effective communication between the client, landlord, suppliers and trades.

Collaborative teamwork

Essential to the many successful team projects that I participated in was positive communication and enthusiasm between team-members. Confidence in one-another's ability to complete each stage to a high standard positively reinforced the collaborative spirit and improved productivity.

Independent problem-solving and effective time management

Working independently on a tender proposal for a large pub concept in Canary Wharf, a timeline for each stage of the design process allowed me to meet the deadlines and complete the work to the best of my ability. Without the support of a team-member, dealing with challenges was at my discretion, meaning it was essential to evaluate when I should ask for assistance, and when to solve problems on my own accord.

Market research, interpretation and presentation of findings

When producing market research, I always ensured that I appropriately selected material and interpreted the findings in line with the project brief. I always ensured presentations to the director and clients was focussed and succinct.

Positive representation of the company

My optimistic and well-presented manner was reinforced through invites to accompany the director at many events and client meetings. I was the first point of contact for incoming communication due to my confident and helpful disposition.

Monash University, Melbourne

Tutorial Assistant, contract role 2018

In class assistant for first-year communication class teaching students how to use architectural software. The role required effective communication to students who had no prior exposure to programs. Reviewing and providing feedback was an essential aspect of the role which I thoroughly enjoyed, often catching up with students outside of class hours to assist with their queries.

Effectively educating students to use new software

Teaching students to use software required a concise and direct approach, in order to keep processes as simple as possible.

Providing feedback to students in a helpful and encouraging manner

I had many positive interactions with students which resulted in positive improvements in their work quality.

Monash University, Melbourne

Research Assistant, contract role 2017 - 2018

Liaising directly with the lead researcher in order to deliver the appropriate information in line with the goals of the study. The role required me to interview alumni of Monash's Master of Architecture program, transcribe and interpret the data, whilst adhering to a strict code of conduct stipulated by the ethics committee.

Communicating and relating to subjects in a courteous and respectful manner

It was important to interview subjects in a way that ensured they felt comfortable and positive about their career progression. Many interviews that I conducted resulted in lengthy and detailed responses to the study questions.

Interpretation of data including report writing

Reports concluding the interviews required skilled trend analysis and strong written communication.

Kirby's Design Architects, Melbourne

Assistant to the Director, part-time 2013 - 2014

Sole support to the director primarily managing general and contract administration tasks. These included attending meetings, taking minutes, producing various types of property reports, communicating details of contracts, as well as filing and archiving.

Taking direction in many forms of communication and producing desired outcomes

Notes, phone conversations and emails corroborated the many tasks that I was required to complete, often whilst in the office without any support. Systems of organisation and prioritisation were essential to ensure all tasks were completed to a satisfactory level.

Researching, documenting and producing property reports

Effective written communication skills and analytical skills were required to produce dilapidation, defect, and general property reports.

Meeting administration

During various meetings on- and off-site, I was required to notate and produce minutes before distributing to the appropriate parties.

Education

Master of Architecture, Monash University

Graduated with High Distinction, 2017 - 2018

My architectural education was unique in such that it allowed me to develop a breadth of abilities and knowledge. The fast-paced, iterative, and presentation-heavy course structure required me to be efficient, self-driven, and resilient. Meanwhile, the subject matter required strong analytical, creative and mathematical skills.

Creative problem solving

Of foremost importance in architectural education is the ability to assess a range of parameters and challenges, formulating those into a considered proposal. Throughout my five years of education these skills were honed through an iterative process.

Effective verbal communication

Essential to the success of every project, verbal communication was tested in weekly critical feedback reviews. Through my continuous exercise of these skills, my ability to present, listen, and respond to many levels of superiority has been finely tuned.

Firsthand knowledge of Melbourne's urban environment

The Master program gave me an opportunity to study Melbourne and its urban environment through extensive spatial and thematic research. In my final year, I focussed a significant portion of my project on infrastructure and growth patterns of Melbourne and the northern suburbs, speculating upon how we might better empower a society through the manipulation of these conditions.

Sound technological ability and previous experience using Smart City Office's resources

A large part of my research project was completed using planning data and open data from the City of Melbourne website, combined on QGIS. Throughout the years I learned a number of software packages while progressing with projects and meeting deadlines.

Bachelor of Architectural Design, Monash University

Graduated with Distinction, 2012 - 2014

Selected for semester abroad at Monash University's Prato Campus

Internship with studio leader at completion of semester (WOWOWA Architecture)