



PERSONAL

CYNTHIA SANCHEZ
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EDUCATION

July 2015 Chisholm Institute Frankston
Small business Certificate IV

February 2009 Chisholm Institute, Frankston
Advanced Diploma of Building Design and Project Administration (Draftsperson)

February 2007 Chisholm Institute
Environmental and Sustainable friendly Building Design

February 2006 Chisholm Institute, Frankston
Diploma of Building Design and Drafting

Cove training
White Card
Owner Builder Certificates
Project Management
2021

EMPLOYMENT HISTORY

HOTONDO Homes Design, head office Moorabbin

Building Designer, Product Development Manager

August 2022- currently

GRÜEN Eco Design, Heathmont, VIC.

Passive Home Design Revit Drafting Project Management and Planning

February 2022 - July 2022

- Architectural Passive Home Building Design following Leader passive home Designer from Concept Drawings producing Preliminary presentation drawings directly to clients then following clients wishes and my own knowledge regarding, environmentally friendly design, effective space residential design efficiency and productivity accomplished time frame getting projects from start to building.
- Revit 3D Software Drafting, producing a full set of Working Drawings.
- Knock Down Rebuild and Dual Occupancy, Extensions and Renovation Projects.
- Project management, organizing soil test reports, surveys, reestablished surveys, titles, Engineering, energy rating reports, bushfire-prone areas, drainage and landscape plans etc. And all aspects of planning requirements according to individual council overlays.
- Building permits, organizing surveyors, regulations like overlooking over shadow maximum height, setback, site analysis etc. Getting projects throughout the building permit processes. ● Client liaison
- Permits
- Planning production of required documentation and planning drawings
- General administration
- General office duties

BYRNE Architects, Sorrento, VIC.

Architectural Building Designer AutoCAD Drafting Project Management and Planning.

October 2021 - March 2022

- Architectural Building Design handling projects from firsthand Senior and Director Nick Byrne, as a Concept Design development of Preliminary Drawings presentation directly to clients then following clients wishes and my own knowledge regarding, environmentally friendly design, effective space residential design efficiency and productivity accomplished time frame getting projects from Start throughout Working Drawings including all Interior Design.
- AutoCAD 2D Software Drafting, producing a full set of Working Drawings.
- Project management, organizing soil test reports, surveys, reestablished surveys, titles, Engineering, energy rating reports, bushfire-prone areas, drainage and landscape plans etc. And all aspects of planning requirements according to individual council overlays.

- Building permits, organizing surveyors, regulations like overlooking over shadow maximum height, setback, site analysis etc. Getting projects throughout the building permit processes to Construction engaged with Builders and different contractors.
- Client liaison
- Permits
- Planning production of required documentation and planning drawings
- General administration
- General office duties

NORTON Home Builders, Black Rock, VIC.

Architectural Building Design ArchiCAD Drafting

March 2021 - October 2021

- Building Design following clients' wishes and my own knowledge regarding, environmentally friendly design, effective space residential design efficiency and productivity accomplished time frame getting projects from start to building.
- Project management, organizing soil test reports, surveys, reestablished surveys, titles, Engineering, energy rating reports, bushfire-prone area, drainage and landscape plans etc. And all aspects of planning requirements according to individual council overlays.
- Building permits, organizing surveyors, regulations like overlooking over shadow maximum height, setback, site analysis etc. Getting projects throughout the building permit processes. ● Archicad 3D Software Drafting, producing a full set of Working Drawings
- Client liaison
- Permits
- Planning production of required documentation and planning drawings
- General administration
- General office duties

Storybook Designer homes, Frankston South

Building Design and Drafting

January 2018 - March 2021

- Building Design following clients' wishes and my own knowledge regarding, environmentally friendly design, effective space residential design efficiency and productivity accomplished time frame getting projects from start to building.
- Revit and VisualCAD Drafting, producing a full set of Working Drawings.
- Knock Down Rebuild and Dual Occupancy Projects.
- Project management, organizing soil test reports, surveys, reestablished surveys, titles, Engineering, energy rating reports, bushfire-prone area, drainage and landscape plans etc. And all aspects of planning requirements according to individual council overlays.

- Building permits, organizing surveyors, regulations like overlooking over shadow maximum height, setback, site analysis etc. Getting projects throughout the building permit processes. ● Client liaison
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Go Express

Courier - Subcontractor 2015-2018

Hahndorf's Fine Chocolates, Frankston

Sales and customer service

January 2013-December 2014

- Sales and assist customers with selecting chocolate products
- Clean and maintain shop presentation to a high standard
- EFTPOS and POS cash handling

Clever living, Mount Eliza

CAD draftsman

February 2007 - December 2008

- Reproduced floor plans and produce electrical drawings using CAD auto-drawing software
- Printing and project management
- Administration duties including filing, emails, answering phones
- Produce briefs for client requirements and specifications
- Site analysis reports
- BCA and ESD reports

Urban Solutions, Mornington

Draftsperson

June 2006- November 2006

- Produce full sets of residential working drawings
- Assisted with commercial working drawings
- Required to consult appropriated BCA and RECODE regulations
- Regular office duties including using Microsoft Word, Publisher and Photoshop
- Customer Service including negotiation of time frames and customer enquires

ENTREGAS URGENTES DE GUADALAJARA

S.A. DE C.V.

February 1993- June 1997

- Owner and manager of courier and personalised mail company
- Management of 8-10 staff including delivery drivers

- Liaise with customers
- Develop a new customer base
- Organise efficient courier route

KEY EMPLOYMENT SKILLS

CUSTOMER SERVICE

- I have a vibrant and vivacious personality that makes clients and stakeholders feel warm and welcome
- Assisting clients and stakeholders via Teams, Zoom, face-to-face, phone, and email
- Meeting clients requirements regarding any aspects building design and drafting documentation, Planning, and Building Permits, New NCC 22 LHD and all Australian standard regulations and requirements.
- Resolving conflict between clients budgets and practicality

Software and office skills

- Microsoft word and email, Publisher, Excel and Photoshop
- Harvest and Asana
- AutoCAD 2018 Advanced
- Revit 2020 Advanced
- Sketch up the 2021 Intermediate
- VisualCAD Advanced
- ArchiCAD intermediate
- Typing 65 words per minute

Languages

Native Spanish
Fluent English

VOLUNTEER EXPERIENCE

Art Tuition at 'The Women's Shed'
Emerge Festival and multicultural events.

Running well-being workshops for women
development of the website and management of all the administration
including: facilitators, food, equipment and advertising.
Facebook page

"What a joy to be a woman"
OWN IT

INTERESTS AND ACTIVITIES

Enjoying my family and friends

Expanding my horizons

Learning

New experiences

Life

Oil and Watercolor Painting

Interior and Landscape Design

Gym

Referees

Upon request.