

Rebecca Lee

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EMPLOYMENT

09/09 - Cowper Griffith Architects

08/10 Assisting with the preparation of drawings

During this year I became familiar with the various project stages and worked on drawings from planning through to construction. The practice works on very bespoke and high specification detailing which allowed me to develop an understanding of this process. I enjoyed the challenge of the variety of tasks for which I was given responsibility. With tight deadlines it was important to work efficiently prioritising tasks accordingly.

02/06 - Aveva Solutions Ltd

08/06 Working as part of the IT team.

Assisting in a software and hardware audit where it was important to work efficiently, methodically and thoroughly to ensure that completion was quick, causing minimal disruption.

08/05 - Ian Ritchie Architects

02/06 Part of the Document Control Department

As one of two document controllers I was responsible for implementing a systematic way of coordinating incoming and outgoing information. In this role it was necessary to understand the way that the practice worked establishing an awareness of the importance of keeping an accurate record of the flow of information. There was a need for flexibility, constant improvement and reorganisation, as the requirements were constantly changing.

ACHIEVEMENTS

Winner of best second year portfolio - University of Nottingham (2008)

Winner of best third year portfolio - University of Nottingham (2009)

Nominated for RIBA President Medal Bronze - University of Nottingham (2009)

SKILLS

Good knowledge of Microsoft Office (Word, Excel and Powerpoint), Vectorworks, Adobe Photoshop and InDesign

Some knowledge of Sketch up, Adobe Illustrator, Dream Weaver and Premiere

REFERENCES

James Griffith

Partner at Cowper Griffith Architects

Cowper Griffith

15 High Street

Whittlesford

CB22 4LT

james@cowpergriffith.co.uk

EDUCATION

2006 - University of Nottingham

2009 Architecture (BArch) First

2006 Thames Valley University

Chartered Managers Institute Pass
Qualification Level 3

2003 - Hills Road Sixth Form College

2005	Art and Design	A Level	A
	Maths with Mechanics	A Level	A
	Physics	A Level	A
	History of Art	AS Level	A
	Chemistry	AS Level	A

1998 - Impington Village College

2003	Maths	A*
	English Literature	A
	English Language	A*
	French	A
	Art	A*
	Physics	A*
	Chemistry	A*
	Biology	A*
	History	A
	Electronic Products	A
	Religious Studies (Short Course)	A*
	Physical Education (Short Course)	B