

Melanie Andrews

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Architecture graduate, with design experience, seeks a yearlong placement leading to the Certificate of Architectural Practice. Interested in international architecture and using eco-friendly resources in urban projects.

Education

2018 – 2021 Architecture BA Honours, Newcastle University, 2.1

- Royal Institute of British Architects (RIBA) [Part I equivalent] and Architects Registration Board (ARB) accredited course.
- Worked on complex design projects with design engineers at 1:1 scale. Learned 'hands-on' construction skills.
- Used a range of methods, including sketching, modelling and digital techniques to represent design proposals to a variety of audiences, including local community groups and council members.
- Completed 12,000 word dissertation on the social and environmental impact of vertical gardens on urban renewal in Leuven, Belgium (74%). Carried out an extensive literature review, assessed environmental reports, and designed and conducted impact surveys with community groups and local businesses.
- Achieved highest mark in class for Architectural Technology module (89%).
- Worked as part of a team to create and deliver a presentation on the impact of global warming on buildings, took the lead to delegate tasks to team members, achieving 72%.
- Used CAD efficiently when producing presentation slides.

2011 – 2018 Princes High School, Newtown Town

A Levels: Maths (A), Art (A), Design Technology (A), Physics (B).

9 GCSEs: A*- B (Including English, Maths and Sciences).

Architecture Experience

July 2020 – Sept 2020 Urban Design internship, FlyHigh Architects, Gateshead

- Assisted with several projects at a time, including working with the Baltic Centre for Contemporary art, using new software such as InDesign and Illustrator.
- Visited a proposed development site and assisted with analysis of capacity.
- Reviewed and summarised concerns submitted by locals, and presented these to the design team along with suggestions of how to resolve issues.
- Assessed the impact the building will have on the local environment and collaborated with the team to work towards improving this before the plans were finished.
- Wrote design and technical reports for clients to a high standard.

June 2020 Summer visit, Faculty of Architecture, UCLouvain, Belgium

- Arranged a summer visit to develop knowledge of international architecture.
- Observed researchers working on the impact of urban design on dispersion of air pollution in cities.

May 2019 Architects Assistant Internship, Newcastle Best Architects

- Assisted on several projects including designing university campus accommodation.
- Produced high-quality drawings and specifications for construction teams.
- Attended and contributed to meetings with clients on site.

Additional Experience

2018 – 2019 Assistant Web Designer (part-time), Animal Welfare Charity, Wallsend

- Worked remotely to design a local animal charity's website from scratch using WIX.
- Developed a new logo and branding for the website and kept information accurate.
- Produced eye-catching blog posts using WordPress, posting regularly to engage readers.
- Doubled page views during first three months. Analysed data produced and used this to find ways to improve page views further.

2016 – 2017 Volunteer Lifeguard (part-time), Tynefield Pool, Tyne and Wear

- Supervised swimming pool areas ensuring that clients were safe at all times.
- Responsible for the health and safety of pool users and completed health and safety evaluations promptly and accurately.
- Assisted with children's parties, adapting communication style to engage the children.

Design, IT and Additional Skills

- Confident user of Computer Aided Design software (CAD), SketchUp, Rhino and 3DMAX. Proficient in using Adobe InDesign, Photoshop and Illustrator.
- Experienced in using a Computer Numerical Control Router (CNC Router).
- Proficient at hand-drawing and model making.
- Competent in using Microsoft packages including: Word, Excel, PowerPoint, Access.

Achievements

- Mentored a group of four first year students as a 'Parent' in the School of Architecture, Planning and Landscape's Parenting Scheme. Organised informal meetings to listen to their concerns and offer advice. Responded to messages asking for confidential help.
- Active Student Rep 2020 - 2021, led on student initiative ideas and attended meetings on behalf of the student body.
- Member of the Photography society. Took photos of buildings across the North East and from my visit to Belgium.

Interests

- Subscribe to Dezeen architects magazine to keep up to date with latest design trends.
- Keen rower, competing semi-professionally since childhood, won several championship races.

Tips for your CV

1. You can be creative with your CV, for example, including images to showcase your design ability. Make sure the content clearly demonstrates your skills, knowledge and achievements.
2. Research any specific instructions regarding how you submit your CV and portfolio. This can vary depending on the employer.
3. Ensure that your email address is professional, and use one that you check regularly. Remember to also check your junk folder and activate the voicemail on your phone.
4. You don't need to include a profile, but if you do, it must be specific to the role. Highlight relevant skills, pick out key achievements and summarise your career goals.
5. Include no more than five or six modules, if relevant. Highlight projects or activities that evidence your skills and knowledge, eg dissertation, design projects, group presentations.
6. To save space, list A levels/equivalent across the page. State the number and grades of GCSEs/equivalent.
7. Mention particularly relevant experience first. Include all related experience – this could be from internships, placements, volunteering or work shadowing.
8. Write briefly about what you did in each role, giving specific examples to show how you developed relevant skills and also what you achieved.
9. You could include part-time or vacation jobs here. The setting may not seem related, but the skills you gained could be.
10. Highlight recent activities and achievements that make your CV stand out. Briefly describe what you did, evidencing relevant skills.
11. Highlight relevant skills such as software packages, hand drawing or model making. Think about your level of expertise, as this may be tested at interview.
12. Give details of other skills such as driving licence and language skills or certificates, e.g. first aid.
13. Mention interests related to the job, or which demonstrate relevant skills. Don't just list your interests, give more detail.
14. If you include details of referees, one should be an academic, the other could be an employer or someone who has worked with you professionally.