

### Be creative:

You can be creative with your architecture CV, for example, including images to showcase your design ability. Make sure the content clearly demonstrates your skills, knowledge and achievements. Research any specific instructions regarding how you submit your CV and portfolio. This can vary depending on the employer.

# 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

### 2022 – 2025 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.
- Completed 12,000 word dissertation on the impact of vertical gardens on urban renewal in Leuven, Belgium (74%).
- 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

### 2015 – 2022 Princes High School, Newtown Town

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

**10 GCSEs:** Grades 9–7, including Art and Design (9), Maths (8), and English language (7)

## Architecture Experience

### June - Sept 2024 Urban Design internship, FlyHigh Architects, Gateshead

- Assisted remotely with several projects at a time, including working with the Baltic Centre for Contemporary art, using new software such as InDesign and Illustrator.
- Assessed the impact a 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.

### **May 2023 Architects Assistant Internship, Newcastle Best Architects**

- Connected with colleagues via zoom to assist 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 Work Experience**

### **June 2023 - June 2024 Assistant Web Designer, 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 up to date and 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.

### **July - August 2021 Lifeguard 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.
- Completed administrative tasks such as writing accident reports.

## **Design, IT and Additional Skills**

- Confident user of Computer Aided Design software (CAD), SketchUp 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 2021 - 2023, 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.

## **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.