

Architect

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41 Praline Road, 6011 ,
Wellington, New Zealand

Lilly Duncan

Profile

Skilled and self-motivated architect with several years of architecture and urban planning experience. Managed a diverse range of residential and commercial projects and led various teams to achieve client goals and objectives. Detail-oriented, design-savvy, and committed to complete client satisfaction.

Employment History

Residential Architect at Xtra Architects

- Managed the construction of Waterhouse Condominiums
- Developed blueprints, sketches and drawings for residential buildings and projects
- Visited job sites for data-gathering and collection purposes
- Met with clients and created fortnightly reports to keep clients updated
- Submitted permits to local agencies and coordinated construction with other relevant contractors

Interior Designer at Parthenon Group

- Worked directly with clients to identify their design goals
- Completed zone and coding reviews to ensure all work was in compliance with Resource Management Act 1991 and other relevant New Zealand laws
- Sketched design plans for clients and processed 3D-modeling for client approval
- Estimated project costs and reported to Parthenon Group senior management team
- Coordinated with other professionals, including electricians, plumbers and painters

Education

Bachelor of Architectural Studies, Victoria University of Wellington, Wellington

02/2017–05/2020

Graduated as a Dean's List student.

NCEA Level 3, Pompallier Catholic College, Whangarei

Skills

Microsoft Excel	5/5
Communication Skills	5/5
AutoCAD	5/5
Adobe Illustrator	5/5
Adobe After Effects	5/5
Google Sketchup	5/5
Lumion	5/5
Adobe Photoshop	5/5

References

Olivia Morgan from Xtra Architects

olivia@xtraarchitects.com
+64 222 11122

Benjamin Kopene from Green Tempo

ben@greentempo.com
+64 009 00876

Sarah-Ann Copeland from Parthenon Group

sarahanncopeland@parthenonnz.com
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Languages

English	Native speaker
Māori	Very good command