

## 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