

# Maxine Curry

## Architecture resume

### AREAS OF EXPERTISE

*Structural Design*  
*Residential projects*  
*Ecological Urbanism*  
*Landscape Architecture*  
*Operational analysis*  
*3D Graphical Rendering*  
*Historic Preservation*  
*People management*  
*Construction Methodologies*

### PROFESSIONAL

*Part II qualified Architect*  
*Spanish speaker*

### PERSONAL SKILLS

*Creative thinking*  
*Can cope with criticism*  
*Attention to detail*  
*Ambitious & determined*

### PERSONAL DETAILS

*Maxine Curry*  
*Dayjob Ltd*  
*The Big Peg*  
*Birmingham*  
*B15 6NF*  
*T: 0044 121 638 0026*  
*M: 0870 061 0121*  
*E: info@dayjob.com*

*Driving license: Yes*

### PERSONAL SUMMARY

A determined and focused professional who wants to not only make a real difference to society but to also change lives and create buildings which lift the spirits of those who live in them. Maxine has experience of being involved in the design and construction of multi-million residential and hotel projects. She is an expert at breaking down large scale projects into manageable chunks and is well capable of leading a team, overseeing technical standards & shaping the future direction of any project. She has a flexible, positive attitude and is able to work within a pressurised and deadline driven environment. Right now she has a strong desire to work for an ambitious employer where hard work and achievement is always rewarded.

### WORK EXPERIENCE

*Construction Company – Birmingham*  
**ARCHITECTURE MANAGER** June 2010 – Present

Responsible for ensuring that a construction projects become fully operational through providing design advice and selecting the best technology, tools and materials. Also in charge of surveying sites, identifying location benefits and environmental impacts.

#### **Duties:**

- Liaising with surveyors & other construction professionals regarding a project brief.
- Analysing architectural plans/drawings, highlighting any possible risks or problems.
- Selecting the best materials and processes for a project.
- Liaising with clients about the design that they want.
- Prepare contract documents for building contractors.
- Conducting periodic on-site observation of work during construction to monitor compliance with plans.
- Preparing operating and maintenance manuals, studies, and reports.
- Managing a team of 10 in-house designers and a series of remote based contractors.
- Preparing and presenting design proposals to clients.
- Producing detailed drawings from which costings are made.

*Surveyors - Coventry*  
**Trainee Architect** April 2010 – June 2010

### KEY SKILLS AND COMPETENCIES

- Developing specific goals and plans to prioritize, organize, and accomplish work.
- Communicating effectively with Peers, Supervisors and Subordinates.
- Able to alter architectural plans on the fly then communicate this to clients and also alter budgets to meet the new challenges.
- Ability to remain calm under pressure and maintain good humour.
- Competence in computer-aided design (CAD) & other specialist software.
- High levels of creativity, imagination and vision.
- Directing complex technical work.
- Advising on restoring and conserving older buildings.

### ACADEMIC QUALIFICATIONS

*Sparkbrook University 2008 - 2010*  
**BA (Hons) Architecture**  
*Coventry Central College 2005 - 2008*  
**A levels: Maths (A) English (B) Technology (B) Science (C)**

**REFERENCES** – Available on request.