

Paulina Koczwar

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Career History

Title: **Building Officer**
Company: City of Burnside
Period: April 2011 - Present

Tasks:

- Assessing and processing development applications
- Performing site inspections
- Investigating compliance issues
- Consistency checks for privately certified applications
- Counter and telephone duties
- Member of the Building Fire Safety Committee

Title: **Assistant Team Leader - Building**
Company: City of Burnside
Period: August – September 2012

Tasks:

- Report to Manager of Development Services
- Delegating tasks to team members
- Represent building team at management meetings

Title: **Cadet Building Officer**
Company: City of Salisbury
Period: April 2010 - January 2011

Tasks:

- Assessing and processing development applications
- Performing site inspections
- Investigating compliance issues
- Counter and telephone duties

Title: **Nightfiller**
Company: Woolworths - West Lakes
Period: 1998 - 2012

Tasks:

- Replenishing store stock levels
- Customer service

Title: **Typist**
Company: SA Police
Period: April 2010 (temporary assignment)

Tasks:

- Transcribing police interviews\statements

Education & Training

Bachelor of Urban and Regional Planning
University of South Australia
2006 – 2009

Timber Framing Code
Master Builders South Australia
July 2011

Graduate Certificate in Building
University of South Australia
Current

Personal Achievements

Project: University of Adelaide Entrepreneurs Challenge 2007
Team: Giftlists Online
Result: Second Place

Tasks:

- Working as part of a team
- Research and development
- Presentation of business ideas to competition judges

Associations

- Student member of the Australian Institute of Building Surveyors
- Registered with the Construction Industry Training Board

Personal Skills

- Exceptional communication skills
- Efficient team member
- Proficient organisational and time management skills
- Resourceful
- Enthusiastic
- Honest
- Hard working
- Fast learner

Referees

Available on request.