

MARY SANDERS

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A recent graduate in a RICS accredited degree: BSc (Hons) Urban Estate Management with extensive experience within the property field, mainly in property development, maintenance and sales. I am seeking a position to gain relevant experience toward Chartered status. My future aspiration is to specialise in Property Development, Management or Valuations.

EMPLOYMENT HISTORY

May 1999 - Dec 2003 EFG Ltd. Property Assistant

Whilst studying at University, I worked as an Assistant for the above Property Development Company on a part-time basis and during holidays. Duties include:

- Overseeing contractors on projects
- Arranging and checking materials on receipt
- Inspecting work undertaken
- Organising the setting out of works as per detailed programme
- Producing progress reports for the manager
- Some property management duties on the company's portfolio - (organising repairs)

Jun 2000 - Sept 2001 ATT Trainee Property Development Manager

Worked for ATT in Property Development Department. Gained exposure to a wide range of property activities. Main duties included

- Dealing with all planning, development and legal issues
- Analyzing leases
- Preparing reports (lease reports, conditions surveys, reports of legal titles)
- Undertaking site inspection and condition surveys
- Producing development appraisals using computer software
- Liaising with a wide range of outside and internal bodies (planning offers, agents)
- Attending meetings and where necessary taking minutes.

Jun 1996 - Sept 2000 HERIOT Estate Agents Sales Negotiator

Worked as a weekend Negotiator. Main duties included:

- Assisting manager as on property appraisals including undertaking measurements
- Preparing sales particulars
- Arranging and accompanying clients on viewings
- Taking internal and external photographs of properties
- Dealing with telephone enquiries.

Jul 1993 - Sept 1998 Westminster City Council Maintenance Assistant/Technical Officer

Worked for the above Local Authority in their Corporate Property Department. Undertook supervisory duties such as organising relief workers and training new employees. Main duties included:

- Facilitating the maintenance of the corporate property portfolio
- Organising contractors
- Administering works
- Undertaking some refurbishment projects
- Assisting General Practice Surveyors/Building Surveyors with their on-going work.

EDUCATION AND QUALIFICATIONS

Sept 98 - Jun 03 ANC University -

BSc (Hons) Urban Estate Management

Subjects Included: Investment Economics, Valuations, Property Law, Building Studies, Business Management, Professional Practice, Planning Law and Practice, Investment Portfolio, Development Projects, Landlord and Tenant law, Estate Management, Dissertation.

Sept 02 - Jun 03 University of NORTHAMPTON.

Additional property subjects in Urban Estate Management.

Included: Development Investment and Appraisal, Property Management and Law, Individual Development Project, Research Studies.

Sept 96 - Jun 98 Lambeth College

BTEC National Diploma: Land Administration and estate management

Included: Planning, Economics, Property Valuations, Law, Property Maintenance, English, Business Writing and Communication Skills, Building Studies.

INTEREST AND ACTIVITIES

Interested in Property and Personal Development. Enjoyed learning, socialising, travelling, interior design and meeting people. Attended Yoga and Chi Gong classes.

IT SKILLS

Microsoft Word, Excel, Access, PowerPoint, Outlook, Publisher, Super Developer, Caldes and AutoCAD.

References available on request.