

Nadine Garcia

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Objective

I am seeking work within the events management and design profession. I have completed my Bachelors of Technology in Architectural Management and my National Diploma in Architectural Technology. I am currently engaged in a course to complement my bachelors in architectural management to suit the events industry with a certificate in events management.

About Me

Name: Nadine Garcia

Age: 24

Birthday: 14 November 1988

Gender: Female

Location: Weltevredenpark, Roodepoort, Johannesburg, South Africa

Driver's License: Yes, code 08

Nationality: South African

Passport: South African, British and Spanish

Marital Status: Single (long term relationship)

Smoker: No

Experience

A3 Architects (Pty) Ltd.

April 2012 – August 2012

My previous employment is at a new branch of A3 architects in Pretoria. My work ranged from client engagement to architectural drawings in both Revit and Autocad, brochure design in Photoshop, designing site layouts for complexes, site measuring up, and analysis.

S&S Engineering.

February 2012 – March 2012

PA to the director of the company, and office administrator. Responsibilities ranged from drawing to filing, communication with associates, to computer and network setup and maintenance. (my computer skills exceed Microsoft office...)

Architectural Student Congress 2010
2010

I was part of the top four student organisers for the ASC2010, which fell under the umbrella of the Architecture South Africa conference (AZA2010). My job included event's organiser, fundraiser and graphic designer. A wide range of skills were needed and were strongly developed over the 7 month planning and executing stages of this truly epic event – please contact my lecturer as a reference!

Co-Arc International Architects Inc.
December 2007 – January 2009

My second year mentorship, as part of my National Diploma curriculum, was completed at Co-Arc with 12 months of employment.

Education**Certificate of Events Management**
2012-2013

I am currently enrolled at the University of Cape Town through GetSmarter internet learning to complete the Certificate of Events Management course. This course is long distance learning, conducted over the internet over a 10 week period. I will complete 10 assignments by the time the course finishes in February 2013.

Bachelor of Technology in Architectural Management
(passed with distinction)**2012**

I have completed my B-tech Architectural Management degree at the University of Johannesburg. The following subjects were completed to obtain my B:Tech.

Architectural Management 4
Computer Applications 4
Housing 4

Office Practice 4
Urban Policy Studies 4

National Diploma in Architectural Technology

2011

I have completed my National Diploma in Architectural Technology at the University of Johannesburg. The following subjects were completed to obtain my N:Dip.

Computer Aided Draughting 3
Survey and Landscaping 3
Construction and Detailing 3
Principles of Architectural Design 3
Building Services 3
Office Practice 3
Studio Work 3

Matric

2006

St. Dominic's Catholic School for Girls
IEB Matric M-score: S 1440 - 1679

English - C
Afrikaans (SG) - D
Mathematics - E
Biology - B
Art - A
Home Economics - B

Skills

My main working mediums are:

Microsoft Word
Microsoft Excel
Microsoft Powerpoint
AutoCAD
Photoshop (certificate obtained at WebIT)

I have some experience in:

Microsoft Project
Microsoft Access
HTML web design (txt and Adobe Dreamweaver)
3D Studio Max (certificate obtained at Inscape Design Collage)
Revit (certificate obtained at Inscape Design Collage)
Coral Draw

Availability and Contacts

Available 10 January 2013.

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References

A3 Architects (Pty) Ltd.

Associate: Alfons Tressel T:082 579 3041 E:alfons@asarchitects.co.za

S&S Engineering.

Director: Joaquin Garcia T: 011 455 5000 E: jokky@sseng.co.za

University of Johannesburg.

Course Co-ordinator: Suzette Grace T: 011-559-1115 E: sgrace@uj.ac.za

Co-Arc International Architects Inc.

Mentor: Catharine Atkins T: 011 447 1344 E: catharine@co-arc.com

Thank you and regards
Nadine Garcia

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