

A highly supportive, nurturing and accomplished individual with academic achievements including Train the Trainer, TEFL and expertise in further education teaching. Previous career history as a CAD Technician with a demonstrable track record of operating within a diverse range of industries as well as a strong background working on large scale projects. A strong analyst that has maintained a long standing career through reputation and abilities to work and deliver to strict deadlines. An unsurpassable work ethic is enhanced further by management skills and strong business acumen as well as up to date software skills and relevant academic achievements. Seeking a challenging career change within a forward thinking Institution that can utilise skills, experience and passion for learning and development.

AREAS OF EXPERTISE

- Further education teaching
- Train the trainer/TEFL
- Construction management
- Architectural design
- Presentation skills
- Lesson planning/reports
- CAD Technician
- Communication
- Administration

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

VOLUNTEER TEACHER – *VOLUNTEER IRELAND/AGE ACTION* MAY 2015 - PRESENT

- Provide computer and technology skills training to the over 55s for the 'Getting Started Programme'.
- Small classes (maximum 10 participants) and volunteer tutors work one-to-one with students.

SELF EMPLOYEE – *FREELANCE ARCHITECTURAL AUTO CAD TECHNICIAN* MAY 2015 - PRESENT

- Designing New Build, extensions, alternations and additions to buildings.
- Preparing design proposals using computer-aided design (CAD) and traditional drawing methods.
- Meeting with other professionals and clients at an early stage to agree on the project brief and design.
- Designing practical, functional and safe buildings in accordance with current legislation and regulations.

CAD TECHNICIAN/ADMINISTRATOR – *CAE PARC AVIATION* NOV 2010 – MAY 2015

- Carrying out background checks for all consultants, ensuring all human resource documentation was up to date and met legislation.
- Communicating with approximately 350 engineers across the globe to determine appropriate candidate to carry out appropriate maintenance work and aircraft checks on behalf of Aircraft Leasing Clients.
- Collaborating with engineering support services to provide detailed CAD drawings for aircrafts.
- Pioneered the introduction of an FTP system and provided IT support, training and assistance with local and overseas engineers to maximise usage.
- Spearheaded a forum for all engineers to utilise internally for online discussions with instant response.

EXTERNAL SPEAKER/PRESENTER – *DUBLIN INSTITUTE OF TECHNOLOGY* SEP 2014 – DEC 2014

- Attended Dublin Institute of Technology as an external speaker/presenter voluntarily.
- Presented to number current construction management undergraduate classes of students on relevant construction subjects they are covering in their course work.

TELEVISION EXTRA – *MOVIE EXTRAS.IE*

JUL 2009 – OCT 2010

- Worked as a Television Extra for RTÉ Drama, Fair City and also a small part in TG4 Drama, *Idír Mná*.

ARCHITECTURAL TECHNICIAN – *PASCALL + WATSON ARCHITECTS*

OCT 2007 – JUN 2009

- Worked on the Retail fit out and provided in depth well researched, CAD drawings, delivered in excess of 380 pieces with detailed information for Terminal 1 Extension, Dublin Airport. Ascertained individual concession stands, working alongside high profile organisations to determine specific specifications.
- Worked on the on-site construction design team for Pier E, Terminal 2, Dublin Airport.
- Attended site to monitor and report on progress where applicable and deal with issues first hand.
- Completed tender package for Irish Rail accessibility upgrade from Belfast to Galway rail line.

ARCHITECTURAL TECHNICIAN – *KEENAN LYNCH ARCHITECTURE*

JUL 2006 – OCT 2007

- Worked on industrial units and attended sites to record minutes from internal and client meetings.
- Assisted business owner with pulling various parts of the project together and gained a reputation due to outstanding contribution and ability to learn quickly.
- Lead Technician on a number of projects, liaised with site staff, designated work and reviewed Auto CAD drawings of junior members of Staff.
- Trained new staff members ensuring correct office drawings, standards and filing systems were used.

ARCHITECTURAL TECHNICIAN – *ROYCETON (ZOE DEVELOPMENTS)*

JUN 2004 – JUL 2006

- Worked on the Design team in the head office on detailed CAD drawings from Sketch Scheme, to Planning, to Tender and onto Construction stage of a number of Multimillion Euro Projects.
- Liaised and co-ordinated project work with on-site Contractors, Engineers and Quantity Surveyors.

EARLIER CAREER SUMMARY

• Planning Department (Work Experience)	South Dublin County Council	2004–2004
• Checkout Operator + Customer Services	Dunnes Stores, Ashleaf	2003–2004
• GAP Year	Travelling	2002–2003
• Waitress + Bar Tender (Part-time)	Westbury Hotel, Grafton Street	2001–2002

TECHNICAL SKILLS

- **AutoCAD** AutoCAD & Micro station
- **MS Office** Word, Excel, PowerPoint, Outlook Express
- **Microsoft Project** Asta Power Project, BillSoft and Deap soft ware

ACADEMIC ACHIEVEMENTS

• Certificate	Further Education	Teaching Council Registration (183905)	2012
• Certificate TEFL	140 Hour Combined Course	i-to-i	2011
• Certificate	Train the trainer, FETAC	Kingstown College	2010
• BSc (Hons)	Construction Management	Dublin Institute of Technology	2010
• Best Paper Award	Student Stand (CEBE)	University of Ulster	2010
• BTech	Construction Technology	Dublin Institute of Technology	2009
• City & Guilds	Auto CAD 3D/2D	Pearse College	2004
• Certificate	Architectural Draughting	Pearse College	2002

-- REFERENCES AVAILABLE ON REQUEST --