

Kirsten Pines

Introduction

A detail-minded individual combining strong interpersonal and communication skills and technical ability with experience in Workplace training, Software implementation, Quality Assurance, Occupational Health & Safety, AutoCAD Architectural drafting and GIS data analysis. I am committed to professionalism; organised and can work under strict deadline schedules with attention to detail.

Career Ambition

I seek a position as a CAD Manager / Training and Performance Development Specialist in the Architectural/Engineering field. I am committed to continual performance development in the workplace and working towards a position in Project Coordination to lead, coordinate, and manage client-based projects.

Education

2001 | B.Arts in Architecture, UTS

- Co-operative educational course which involved part time study alongside a permanent position with an architectural firm.

Career Summary

01 May 2008 – 15 October 2008 | Application Specialist

KarelCAD | 270 Pacific Hwy, Crows Nest. NSW

- Main position: AutoCAD Trainer (Autodesk Accredited Courses and custom courses)
- Delivery of training and/or implementations (AutoCAD and Cost X).
- Delivery of technical support assistance to customers and internal staff of KarelCAD.
- Presentations/demonstrations of products to small or large groups.
- Installation of computer software.
- Advanced level deployment and installation of computer software.

www.karelcad.com.au

03 April 2006 – 15 April 2008 | Spatial Analyst

Open Spatial Australia | 202 Mona Vale Road, St Ives. NSW

- AutoCAD & Munsys trainer, Project Manager, Technical Support
- I undertook various geospatial projects for regional authorities.
- I was solely responsible for AutoCAD and Munsys training at client's sites around NSW and VIC.
- Created some internal systems which streamlined some employee's workflow. E.g. Knowledgebase and VPN connection internal website and connection log.



- I was one of two support staff to cover 20+ clients' technical issues relating to all products sold by Open Spatial.

Skills acquired at this company: Project management, Oracle Spatial, SQL, MySQL, data analysis (spatial).

www.openspatial.com.au

09 May 2005 – 31 March 2006 | CAD Technician
Westfield Limited | 77 William Street, Sydney. NSW

Documentation of Westfield Kotara (worth undisclosed millions)

120 new specialty stores and kiosks, a discount department store and 3 mini majors, I produced working drawings for tender and Construction.

10 January 2005 – 01 May 2005 | CAD Technician
C.C. Pines Pty. Limited | Oxford Falls. NSW

Developed working drawings, workshop drawings, civil and architectural with AutoCAD for the MEOMS building at Richmond RAAF base.

October 2002 – November 2004 | CAD Technician
Corporate Edge | HOK | ARUP | London, UK

Three full-time contract positions whilst living in London.

Projects Included Health and Fitness spas (>£15Mil), Arup Associates headquarters building refurbishment (>£3Mil), and Terminal 5 railway station fit out (>£4.2Bil) for Heathrow Airport.

September 2001 – May 2002 | Architectural Technician
John Nicholas & Partners | Oxford Street, Bondi Junction. NSW

Contract position 2 days per week, involved schematic presentations for the following projects:

- Merimbula RSL Club (extension & alterations) AU\$1.2m
- Albion Park Bowling & Recreation Club (extension & alterations) AU\$1.3m
- Canterbury Council – Commercial upgrade AU\$500,000
- Charlestown Bowling Club (alterations & refurbishment) AU\$1.2m

Working drawings for the following projects:

- St Mary's District Band Club (alterations & additions) AU\$1.8m
- Bourke Bowling Club (extension and upgrade) AU\$1.5m

September 2001 – May 2002 | QA Manager | CAD Technician
C.C. Pines Pty. Limited | Belrose. NSW

Contract position 2 days per week, involved the following key projects:

- Strickland House Services Upgrade AU\$1.4m (Work as executed drawings)
- Taronga Zoo Sky Safari POMA (Lift installation / upgrades) AU\$7m

- Enfield Asphalt Plant, BORAL AU\$0.9m
- Documentation and building of new control laboratory, selecting materials & undertaking basic interior design.

October 2000 – August 2001 | **Site Manager**

Australia Pacific Projects | Berry Street, North Sydney. NSW

AGL Mortlake Rehabilitation initiative, largest remediation project in the Southern Hemisphere.

Liaison with local residents, dealing with complaints and dissatisfaction with regards to the project. Managed customised database systems (MS ACCESS) and provided comprehensive support to senior personnel.

May 2000 – October 2000 | **Business Owner/Manager**

KC Ride Control | Taronga Zoo

- Proprietor of Cableway for Taronga Zoological Park in Sydney
- Contracted to five-month tenure, responsible for coordinating daily operational activities.
- Implemented strict health / safety procedures, carrying out daily safety checks on lifts, loading / unloading gondolas and overseeing machinery operation.
- Undertook financial / general management, processing payroll, reconciling accounts and resolving problems with difficult customers. Ensured disability policies were adhered to at all times.

February 1997 – April 2000 | **Student Architectural Position**

John Nicholas & Partners | C.C. Pines | Freelance

As a student of Architecture I was trained with some important foundation skills including document management, AutoCAD and presentation of design and documentation in the above 3 companies.

- Basic computer maintenance
- Stationary ordering
- Subcontractor package coordination
- Performed ad hoc duties on key projects.
- Renovation and extension of Brisbane residence
- Fit-out of pharmacy and sound studio.
- Quality Assurance Manager and Internal Auditor
- OHS & R Manager
- Processed documentation for tenders and undertook administrative tasks.

Skills

- Sound experience in Architecture and related design fields
- Ability to motivate multi-disciplinary teams and achieve results
- Ability to work under pressure and to specific project deadlines
- In-depth knowledge of AutoCAD 2D, and some associated design packages
- Excellent interpersonal and communication skills – at all levels
- Adapt well to challenge, resourceful and innovative

- Technically minded – I pick up new software packages quickly

Relevant Technical Skills

- **Advanced:**
 - AutoCAD (v14-2008) in 2D
 - Network installations
 - Helpdesk support for Autodesk products
 - Microsoft Office Series
 - Microsoft XP Operating System
 - Exactal Cost X (Project Cost Estimating Package)
- **Intermediate:**
 - AutoCAD Map 3D 2008,
 - AutoCAD Civil 3D 2008
 - Adobe Photoshop;
 - Adobe Illustrator;
 - Adobe Dreamweaver; Oracle
- **Moderate (still learning):**
 - SQL,
 - LISP
 - Revit Architectural

Personal Information

Date of Birth: June 23, 1977

Nationality: Australian

Australian Gold Driving Licence

Address in Neutral Bay (North Sydney)

Interests:

Futsal (indoor soccer), Dining out, dancing, Softball, Soccer, Sketching, Shopping, Movies, Reading, music, Computing.

REFERENCES AVAILABLE UPON REQUEST