



ELIZA SERBAN

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110 BYRON STREET | DUNDEE | UK

PROFILE

An articulate, self-motivated and hardworking professional, skilled in interpersonal communication, organisation and planning, with a trained eye for good and efficient design. Creative and strategic thinker with a solid ability in developing innovative strategies and a disciplined mindset. Best characteristics in the workplace would be efficiency, good communicator and ability to work well both in a team as well as independently.

Training and working as an architect requires a degree of knowledge among a varied type of roles and disciplines from content creation, customer service and aliasing with clients, management, presentation and last but not least a fully integrated and briefed design delivery. Photography, graphic design and social media are important platforms that have contributed to my development as a creative individual and are part of my current day to day tasks.

Impeccable customer service, able to pin point problems and solve them quickly, ready to travel, good communication skills, patient and well mannered when dealing with customers.

EDUCATION

University of Dundee | Dundee
(Sept. | 2010 - June | 2016)
Masters in Architecture

'Andrei Saguna' High School | Brasov
(Sept. | 2006 - June | 2010)
IT & Math Bacalaureate Certificate

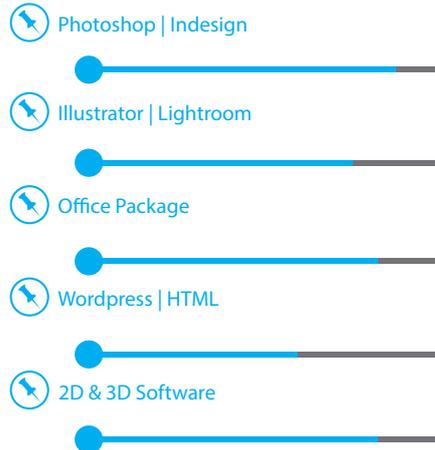
LANGUAGES

English ●●●●● Romanian ●●●●●
Spanish ●●●●● French ●●●●●

INTERESTS



SOFTWARE



WORK EXPERIENCE

Chris and Eliza Photography (January | 2018 - Present)
Photographer

NHS (November | 2017 - Present)
Freelance Language Interpreter

Threesixty Architecture (Feb | 2017 - Nov | 2017)
Architectural Designer
Working as part of a team in an architecture office I have gained an understanding of the importance of time management and organisation required to successfully conduct a project from concept to delivery. I have particularly acknowledged an understanding of client and company behaviour and demands, in-depth research skills and analytical methods. Innovative approach to research and communication skills are important qualities that complete the role of an architect.

Guildry Geddes Exhibition (September | 2015)
Curator of the Architecture exhibition - Dundee Central Library

The Co-operative Group (October | 2016 - February | 2017)
Customer Team Member
Ensuring all customers are treated with a high standard of service; Dealing with stock arrangement and clients' requirements in an efficient manner and contributed actively towards the company's goals.

Bureau LUX | Amsterdam (November | 2013 - August | 2014)
Architectural Assistant
Assisted the main architect with organizing meetings, presentations and management of the office; Provided information to clients and professionals and answered to their queries while dealing with deadlines