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# CURRICULUM **VITAE**

Julia Louise Saxty Preece

## PERSONAL STATEMENT

Currently studying BA (Hons) Architecture RIBA Stage 1 at Falmouth University with career objective to obtain as much experience as possible – part or full time - relating to a passion for architecture, construction and interiors.

Particular interest in sustainable, energy efficient buildings and complex housing projects.

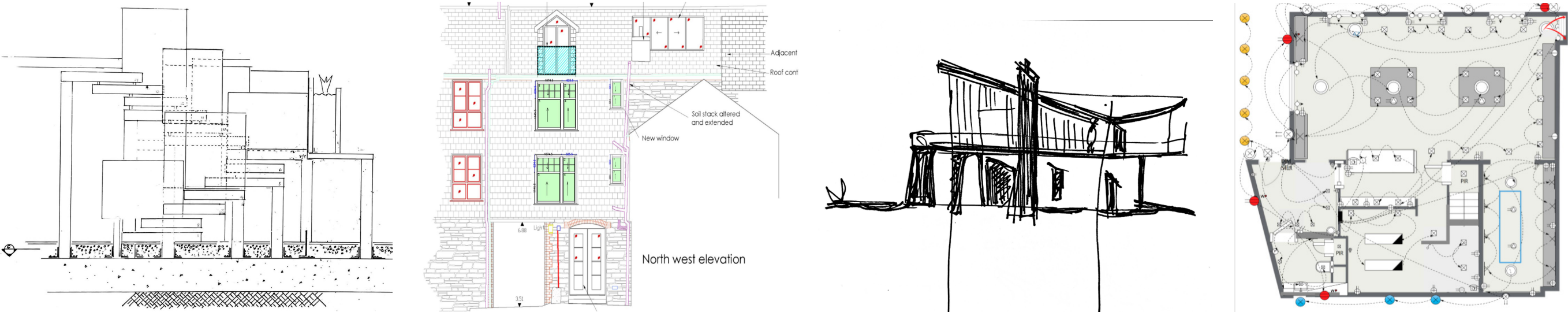
Work ethics include an energetic and professional approach using skills developed from CIM Marketing and ownership of property from age 18. Property industry expertise gained abroad enabling advanced language skills in French and Portuguese.

Extensive experience in administration and management of; building renovation and maintenance, architectural design and planning, property sales and lettings, hospitality, event organisation.

Flexible and amenable disposition working at any level.

## KEY SKILLS

- Design: Knowledge of SketchUp, Vectorworks and other App programmes such as EDraw, LiveHome3D. Understanding of BIM (2D and 3D) and learning AutoCAD Revit
- IT skills: all Microsoft Office (inc. Word, PowerPoint) and Adobe programmes (Photoshop, Illustrator, Indesign), proficiency in data management, web development (Wordpress, WIX, GoDaddy)
- Experienced with photography, design and copywriting, building measurement tools
- Languages: fluent in French, good ability in Portuguese
- Staff management (up to 10), communication, negotiation, problem solver, report writer, business plans, grant applications, government funded projects
- Proven sales and customer care; opportunity identifier, revenue generator
- Budget and account management (SageOnline & Excel)
- Practised in public relations, social media, design, advertising



**ZAWN HAVEN** - Renovation Project Manager - Dec 2015 to date

- Responsibilities: Design, planning, contractor & budget management for roof replacement & refurbishment of six bedroom property.
- Key achievements: Major part of project successfully completed to budget

**HOME CORNWALL LTD** - Small business owner - Nov 2013 to date

- Responsibilities: Marketing & consultancy services for property including building design & development
- Key achievements: Marketing consultancy & sales management for Price Properties Ltd - Holman Park, Camborne - 2D & 3D building information modelling for Cotton Mills Truro & St Austell Brewery - Inventories for MOD personnel via Cartus relocation - Valuer, photographer & preparation of 2D plans for HouseSimple.co.uk -Holiday home & long term rentals using HomeAway, Booking.com, AirBNB, HolidayLettings, Bookalet etc.

**CRM Ltd** – The Sidings Student Accommodation - Assistant Accommodation Manager - Part-time from March 2014 to July 2016

- Responsibilities: Working under Manager, 230 rooms let by academic year & summer rental. Responsible for block management, student support, external contractors, health & safety, all incidents, administration of contracts.

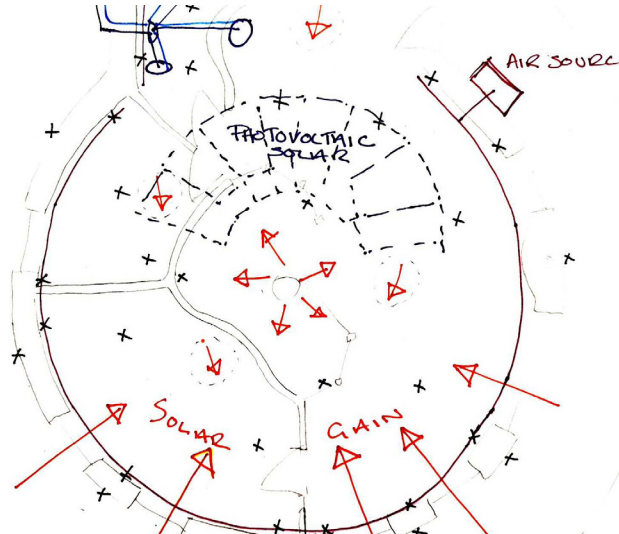
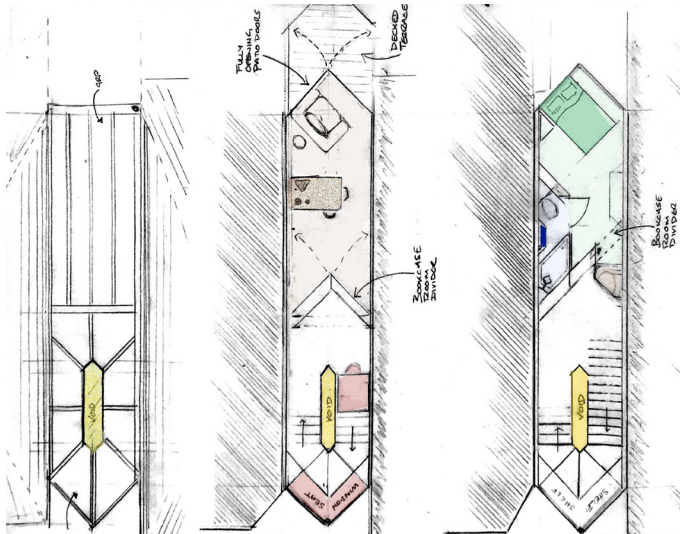
- Key Achievements: Maintained 100% occupancy - Doubled summer rent in 2015 against 2014 figures - Improved processes to reduce maintenance cost & customer satisfaction.

**CORNISH MEDIA INDUSTRIES** - Commercial Manager - Jan to Nov 2013

- Responsibilities: Media sales & management of advertisements & editorial for myCornwall Magazine, organisation of video production projects including props, models, camera operators, editing etc - Prospecting for mobile application & web projects.
- Key Achievements: Over £40,000 total revenue gained in 2013 with forward sales higher than same point in 2012 - Gained over 100 new clients

**CORNISH COTTAGE HOLIDAYS** - Property Consultant - Jan 2011 to March 2012

- Responsibilities: Sourcing & acquisition of holiday homes for let involving initial contact & visits - Reports & income projections, photographs, creative text, upload of information for booking system & online visibility. - Organisation of caretaking services & on-going owner relationships.
- Key Achievements: Reached year target within first six months & acquired over 60 new properties in first year. - Design & copy writing of new client brochure.





**Property:**

- **Oceanico Group** Algarve (Portugal) - Resorts & Leisure Marketing Manager (Feb 2008 to Jan 2010)
- **Premiership Developments** (Portugal) - Sales & Marketing Manager (Nov 2005 to Jan 2008)
- **Azur Property Care**, Nice, (France) – Owner holiday home rental services (Oct 2004 to Oct 2005)
- **Conseil Patrimoine**, (France) - Senior Property Negotiator ‘french-real-estate.com’ (Sept 2001 to Sept 2004)
- **Stephen Hitch Associates**, Plymouth (Architecture) – Director’s PA
- **Lawrence Spear Solicitors**, Plymouth – Estate Agent Sales Negotiator
- **Fox & Sons/General Accident**, Plymouth – PA to Lead Surveyor
- **Michael Newman Fine Art Auctioneer**, Plymouth - Survey Administrator & PA

**Leisure:**

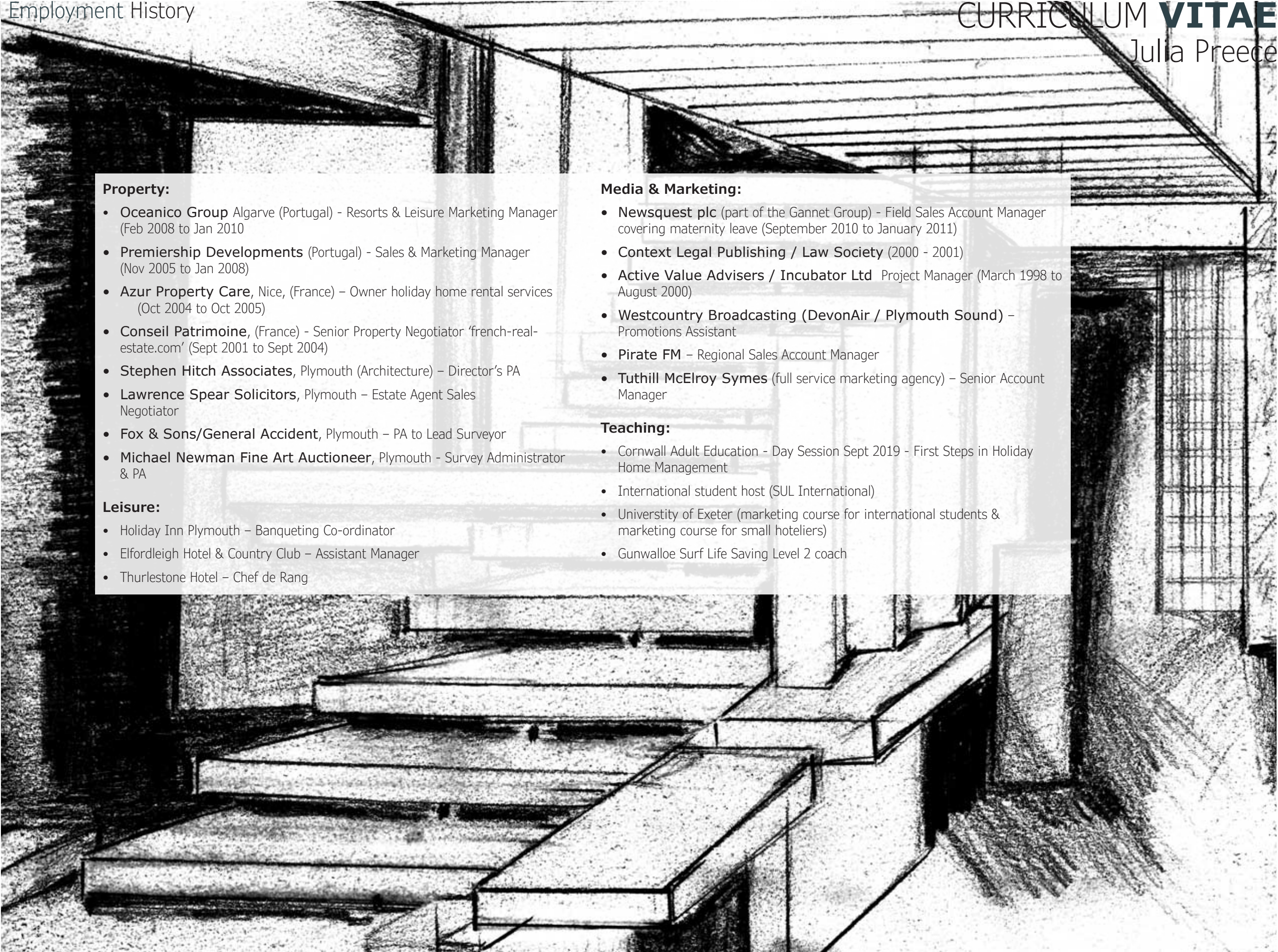
- Holiday Inn Plymouth – Banqueting Co-ordinator
- Elfordleigh Hotel & Country Club – Assistant Manager
- Thurlestone Hotel – Chef de Rang

**Media & Marketing:**

- **Newsquest plc** (part of the Gannet Group) – Field Sales Account Manager covering maternity leave (September 2010 to January 2011)
- **Context Legal Publishing / Law Society** (2000 - 2001)
- **Active Value Advisers / Incubator Ltd** Project Manager (March 1998 to August 2000)
- **Westcountry Broadcasting (DevonAir / Plymouth Sound)** – Promotions Assistant
- **Pirate FM** – Regional Sales Account Manager
- **Tuthill McElroy Symes** (full service marketing agency) – Senior Account Manager

**Teaching:**

- Cornwall Adult Education - Day Session Sept 2019 - First Steps in Holiday Home Management
- International student host (SUL International)
- University of Exeter (marketing course for international students & marketing course for small hoteliers)
- Gunwalloe Surf Life Saving Level 2 coach





- **ACA Photoshop** - Falmouth University 2019
- **PTLLS Course Preparation for Teaching in Life Long Learning** - Volunteer Cornwall 2013 six week course completed & passed.
- **Buildings Management** - ANUK 2016
- **Fire Safety** – St John’s Ambulance 2016
- **First Aid** – St John’s Ambulance 2016
- **Manual Handling** – St John’s Ambulance 2016
- **Health & Safety** – RPS 2016
- **Franklin Covey Time Management** - Falmouth University 2012
- **ASDAN** - (Basic First Aid, Manual H&ling, Teamwork & Communication Skills, Risk Assessment, Train for Trainers) Cornwall Fire Brigade 2012
- **GSE French Grade A** - Barnet College 2001 -
- **CIM Diploma in Marketing Chartered Institute of Marketing (CIM)** & Certificate in Marketing - University of Plymouth 1996 .
- **Personal Assistant’s Diploma/Certificate in Management** - RSA III Typewriting, LSA Shorth - Plymouth College of Further Education 1985
- **GCSE O’Levels-** Maths, English, English Literature, Biology, History. CSE - French, Chemistry - Coombe Dean Comprehensive School 1986

LEISURE INTERESTS

- Swimming (Gunwalloe GB Surf Life Saving Club registered Level 2 Coach, RNLI Lifeguard trained)
- Running (2012 An Res Hellys 10m), Falmouth Runners
- Dog walking
- Sailing & boating (up to Jeanneau 36)
- Cooking & crochet
- Travel & exploring Cornwall.
- Property improvements, reclamation & interior design.
- Continuing Professional Development

REFERENCES

**Lesley Price** - LAP Architects L\_A\_Price@hotmail.co.uk  
**Peter Lapin** - CAD Architects Peter.lapin@cadarchitects.co.uk  
**Ali Cary** - Cotton Mills Truro Ali@cotton-mills-truro  
**Graham Hancock** - Property Investor - graham.hancocok@ymail.com

