



Contact

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Education

- Bachelor of Landscape Architecture (Magna cum Laude) 2007-2009
 School of Architecture, Florida International University
 Miami, Florida
- Associates of Architecture (High Honors) 2003-2006
 Broward College
 Ft. Lauderdale, Florida
- Higher National Diploma in Business and Finance 1987-1989
 Gorseinon College
 Swansea, United Kingdom
- 9 "O" Levels (High School Diploma) 1981-1986
 Bishopston Comprehensive School
 Swansea, United Kingdom

Certifications and Memberships

- Delta Epsilon Iota Honors Society
- American Society of Landscape Architects (Vice-President/ F.I.U. Chapter 2008)
- Florida Native Plant Society (Coontie Chapter)
- Florida Master Naturalist – University of Florida Certified
- LEED – Studying for the Green Associate accreditation
- L.A.R.E. – Studying to take parts A, B and D in 2011

Skills

Level

- AutoCAD 2D..... High
- AutoCAD 3D..... Moderate
- Sketch up 3D..... High
- Adobe Photoshop..... High
- Adobe Illustrator..... Moderate
- Microsoft Power point..... High
- Microsoft Word..... High
- Microsoft Excel..... High
- Hand Sketching..... High

Work Experience

Volunteer Landscape Designer Habitat for Humanity July 2010 – Oct 2010

- Oversaw a small community garden project in Boynton Beach from start to finish
- Completed an initial inventory and analysis of the site
- Delivered a presentation for the board at Habitat for Humanity to propose the project
- Presented alternative design solutions for the project
- Created a detailed design and plant list of native plants
- Staked out the design on the site
- Managed the volunteers on site as the garden was built

Acting General Contractor Owner/Build Project Aug 2009 – June 2010

- Oversaw the complete renovation of 1940s home and garden
- Worked with architect and structural engineer to create a Master Plan
- Designed and produced construction drawings for the project
- Worked with the City to ensure smooth passage of Master Plan through the extensive building department's approval system
- Possessed a thorough understanding and interpretation of all building plans
- Estimated, purchased and oversaw delivery of all materials required for renovations
- Managed all contractors including roofing, electrical, plumbing, HVAC, pest control and window contractors
- Troubleshoot all issues arising during project
- Created landscape design and master plan using xeriscape principles and predominately native plants, ensuring certification from Naturescape Broward and the Wildlife Federation

Executive Assistant Leggett & Platt Inc. Florida 2001-2003

- Reported to the President of Global Systems Group (a subsidiary of Leggett & Platt, a Fortune 500 Corporation)
- Arranged travel itineraries, maintained diary, organized flights, hotels, meetings and conferences. Compiled reports, prepared proposals, created power point presentations.
- Coordinated with all offices located worldwide

Office Manager Classical Numismatic Group Inc. London 1994-1998

- Worked in company that dealt with ancient Egyptian, Greek and Roman artifacts
- Assisted the Senior Director with management of the London Office
- Attended antiquity auctions in London and New York and tracked bidding patterns of competitors
- Acted as a liaison to the British Museum concerning rare and unusual antiquity pieces
- Prepared ancient antiquities for exhibit at international trade conventions
- Helped to design the company's first website

Crime Scene Investigator Metropolitan Police – New Scotland Yard 1991-1994

- Attended crimes scenes and maintained the integrity of scene
- Collected relevant forensic items such as finger-marks, fibers, glass, blood shoe-marks etc.
- Made fingerprint and finger-mark comparisons using a countrywide database of fingerprints
- Compiled reports and produced extremely detailed crime scene documentation for use in courts
- Gave expert testimony in court when required