



Robyn Swift

Contact

Empangeni, South Africa

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Profile

Having completed both my Bachelor's and Honours in Architectural Studies, I have well rounded knowledge within the field of Architectural Design and Graphic Design. The nature of the degrees I have completed, as well as the jobs I have worked, have allowed me to experience a vast number of different projects, ranging from practical building and civil design to poster and advert design. I believe that my skills within the Design industry have been well developed in the last 7 years.

I have excellent interpersonal and communication skills. I am people orientated, self-motivated and able to adjust to any situation. I am dedicated, honest, meticulous, and always give thorough attention to any assignment I undertake. I understand that, as a graduate with limited experience in the office space, I have a much to learn about working within an organization and look forward to any opportunity to better my skills.

Thanking you in advance for your time,
Robyn Swift

Experience

January 2014 – January
2016

Camp Counsellor, *Sugar Bay Camp for Kids*

- Implemented camp activities fostering physical, social, and emotional growth.
- Led groups of children safely through variety of camp activities.
- Worked with children of varying age, interest, skill, and developmental levels. Ranged from ages 7 to 17.
- Organized and guided group activities by leading, coaching, and participating with campers.
- Participated in meetings to coordinate with other staff on campers' progress, issues, and goal achievement.
- Supervised groups of children in log cabins for sleep away camp.
- Taught children's basics of water sports for swimming, boating, kayaking, and canoeing.
- Kept track of allergies and dietary restrictions, verifying correct meals and snacks were given to campers.

January 2019 – January 2021

Architectural Intern and Assistant, *TJ Architects, Richards Bay*

- Completed accurate site measurements.
- Filled out building permit applications and submitted by deadline.
- Consulted with clients to determine functional and spatial requirements of new structure.
- Devised overall strategy for documentation and identified as-built designs and final building information models (BIM).
- Studied local architectural regulations and codes to assist with designing.
- Organized and produced numerous client presentations in through time working. Ranging from private residential clients, to hospitals, schools, and municipality.
- Assisted with designing single and multi-family, health, residential and commercial projects.
- Performed research on structures and materials.
- Researched zoning laws and building codes to verify conformance with regulatory agencies.
- Attended team meetings to resolve technical and project issues and review project schedules.
- Researched materials to determine appropriate selection for projects.
- Verified construction documentation to meet client requirements and vision.
- Created, printed, and modified drawings in AutoCAD and Revit and ArchiCAD.
- Created and delivered project presentations to stakeholders.
- Produced digital and physical conceptual models.
- Submitted ideas as part of preliminary stages of the design processes.

Education

January 2002 –
December 2015

Felixton College, *Felixton, South Africa*
Passed Matric – Bachelor's Degree Pass

February 2016 to
December 2019

University of Witwatersrand, *Johannesburg, South Africa*
Bachelor of Architectural Studies

February 2021 to
December 2022

University of Johannesburg, *Johannesburg, South Africa*
Bachelor of Architecture Honours

January 2023 to July
2023 (currently
completing)

The TEFL Academy, *Online*
Level 5 Teaching English as a Foreign Language Course (TEFL)

Key skills and characteristics

Characteristics

- Work well under pressure,
- Collaborator,
- Excellent communication skills,
- Eager to learn,
- Adaptable,
- Outgoing.

Programs with High Proficiency

- Microsoft Office Suite
- Adobe Photoshop
- Lumion
- Google Sketch Up
- Autodesk CAD

Programs with Medium to Low Proficiency

- Adobe Premier Pro
- Adobe InDesign
- Adobe Illustrator
- ArchiCAD
- Autodesk Revit
- Blender

References

Felixton College

Mr. Wayne Rademan
(Headmaster)

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TJ Architects

Mr. Gregor M. Hendricks
(Director)

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