**MARY SANDERS**

Flat 5, Bayswater, London W4

Telephone No: 0030-217-123456789 Mobile: 0030-697123456

Email: m.sirname@ihu.edu.gr

A recent graduate in a RICS accredited degree: BSc (Hons) Urban Estate Management with extensive experience within the property field, mainly in property development, maintenance and sales. I am seeking a position to gain relevant experience toward Chartered status. My future aspiration is to specialise in Property Development, Management or Valuations.

**EMPLOYMENT HISTORY**

**May 1999 – Dec 2003 EFG Ltd. Property Assistant**

Whilst studying at University, I worked as an Assistant for the above Property Development Company on a part-time basis and during holidays. Duties include:

* Overseeing contractors on projects
* Arranging and checking materials on receipt
* Inspecting work undertaken
* Organising the setting out of works as per detailed programe
* Producing progress reports for the manager
* Some property management duties on the company’s portfolio – (organising repairs)

**Jun 2000 – Sept 2001 ATT Trainee Property Development Manager**

Worked for ATT in Property Development Department. Gained exposure to a wide range of property activities. Main duties included

* Dealing with all planning, development and legal issues
* Analyzing leases
* Preparing reports ( lease reports, conditions surveys, reports of legal titles)
* Undertaking site inspection and condition surveys
* Producing development appraisals using computer software
* Liaising with a wide range of outside and internal bodies (planning offers, agents)
* Attending meetings and where necessary taking minutes.

**Jun 1996 – Sept 2000 HERIOT Estate Agents Sales Negotiator**

Worked as a weekend Negotiator. Main duties included:

* Assisting manager as on property appraisals including undertaking measurements
* Preparing sales particulars
* Arranging and accompanying clients on viewings
* Taking internal and external photographs of properties
* Dealing with telephone enquiries.

**Jul 1993 – Sept 1998 Westminster City Council Maintenance Assistant/Technical Officer**

Worked for the above Local Authority in their Corporate Property Department. Undertook supervisory duties such as organising relief workers and training new employees. Main duties included:

* Facilitating the maintenance of the corporate property portfolio
* Organising contractors
* Administrating works
* Undertaking some refurbishment projects
* Assisting General Practice Surveyors/Building Surveyors with their on-going work.

**EDUCATION AND QUALIFICATIONS**

**Sept 98 – Jun 03 ANC University –**

BSc (Hons) Urban Estate Management

Subjects Included: Investment Economics, Valuations, Property Law, Building Studies, Business Management, Professional Practice, Planning Law and Practice, Investment Portfolio, Development Projects, Landlord and Tenant law, Estate Management, Dissertation.

**Sept 02 – Jun 03 University of NORTHAMPTON**.

Additional property subjects in Urban Estate Management.

Included: Development Investment and Appraisal, Property Management and Law, Individual Development Project, Research Studies.

**Sept 96 – Jun 98 Lambeth College**

BTEC National Diploma: Land Administration and estate management

Included: Planning, Economics, Property Valuations, Law, Property Maintenance, English, Business Writing and Communication Skills, Building Studies.

**INTEREST AND ACTIVITIES**

Interested in Property and Personal Development. Enjoyed learning, socialising, travelling, interior design and meeting people. Attended Yoga and Chi Gong classes.

**IT SKILLS**

Microsoft Word, Excel, Access, PowerPoint, Outlook, Publisher, Super Developer, Caldes and AutoCAD.

*References available on request.*