

## APPLICATION FOR THE POST OF “ARCHITECT”

To:

The HR / Personal Manager

Dear Sir / Madam,

I am writing to explore the possibility of employment within your organization as a Architect. I have completed **B.Sc. of Urban Design** at university of Cairo, Faculty of Urban & Regional Planning. I have good experience in some CADD related software's (**Autodesk AutoCAD, Autodesk Design Review, Autodesk True View, Google Sketchup, Autodesk Revit, Adobe Photoshop and MS Office**) and documentation (Architectural Specification, BOQs and Contracts) procedures.

I came to understand that there are some vacancies for the post of **Architect** in your organization. So I hereby send my resume for your consideration.

I am extremely interested in obtaining a position with your company. I have outlined some background information about myself below and attached a copy of my resume for your consideration.

I would also like to mention here that I am a Egyptian Architect having More than **10 Years of Excellent Professional Experience** and I am having thorough knowledge in all kind of Architectural, Interior and Material Technology activities.

I believe that my experience is in perfect line with your current needs. If your firm is looking for a dependable, results-oriented professional with a solid performance track, I would be interested in speaking with you to discuss the value that my strengths and experience can bring to your company. I can be reached in confidence at the below telephone number or email address and I look forward to hearing from you.

Thanks.

Yours faithfully,

Walaa Talaat El-Sayed  
Cairo – Egypt  
+20 1013342404  
+20 1127675552

# Walaa Talaat El-Sayed

**Architect**, Cairo - Egypt

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AUTODESK  
AUTOCAD



AUTODESK  
REVIT



AUTODESK  
3DS MAX



SketchUp Adobe Photoshop

## EDUCATION

### Bachelor of Architecture (B.Arch)

September, 2002 to June, 2007

(05 Years Full Time)

from FURP, urban design department

## CAMPUS / COLLEGE

Cairo university

## PROFESSION

**Architect**

## NATIONALITY

Egypt

## DATE OF BIRTH

28<sup>th</sup> of september,  
1985

## SEX

Female

## PASSPORT NO.

XXXXXXXXXX

## VISA STATUS

## LANGUAGES

Arabic & English

## CERTIFICATIONS:

- Taking PMP course( project management program)
- Interior design course.
- Certificate in AutoCAD 2D
- Certificate in sketch up 2017
- Certificate in Computer Studies
- Certified in MS Office Program.
- Certified in photo shop cs.
- Qualified using internet.
- Preparing to have Revit Deploma & primavera prog.

## SUMMARY OF QUALIFICATIONS

I am efficient and dedicated person and have ability to work hard. I am looking forward to utilize my skills, knowledge and abilities towards my career development with a view to be an outstanding personality in the Architect Field by giving added value to the purpose with synergistic effect.

## EMPLOYMENT HISTORY

I have gained **5 years excellent professional Experience** in Architectural, Interior & Landscaping.

## SKILL PROFILE

- Having **11 years of professional experience** in the Construction field .
- Highly motivated and dedicated to teamwork. I have successfully undertaken various teams within both academic nonacademic environments.
- Flexibility and ability to adapt to changing situations.
- Ability to manage multiple tasks and meet tight deadlines and targets.
- Excellent Communication Ability; Good problem solving skills; Strong numerical and analytical skill; Excellent Interpersonal skills; Desire to work to full potential.

## RELEVANT EXPERIENCE

### 1) Landscape Architect.

\_August 2007 – January 2009:

company : **CONCEPT FOR LANDSCAPE**

## DUTY AND RESPONSIBILITIES:

- Participated in designing the architect & landscape for a number of residential compounds and private villas.
- Prepared the working drawings for a number of residential compounds and private villas.
- Beginning to architecture design for some villas in 6 October City.
- Prepare the Architecture, Shop drawings in site (Using Auto CAD)
- Prepare Estimates. Making running account bills , check & certify Bills
- Calculating various quantities

January 2009 – January 2010:

**2) Senior Architect & Landscape Designer.**

- Participated in designing the architect & landscape for a number of residential compounds and private villas.

During this period, my job responsibilities are:

- Landscape design for many projects
- Working drawings of all landscape elements, including softscape, hardscape, lighting, woodworks, irrigation system ... etc.
- Interior design for a number of private villas (6 October, Palm hills, El-ktamia.)
- Softscape classifications & hardscape specifications
- Calculations of the quotations list (landscape & interior projects).

January 2010 – Dec 2012:

**3) Upgraded to the position of director of Architect & Landscape Design works.**

- **Overseeing** the implementation of landscape elements (softscape, hardscape, lighting, woodworks, irrigation system ... etc.).
- **Overseeing** the implementation of interior elements (Architecture drawings, elec. drawings, plumbing drawings, A.C drawings, heating drawings, furniture drawings, etc.).
- **Supervising** the work of the internal finishing of villas, restaurants & shops.
- **Calculations** of the quotations list (landscape & interior projects).
- **Project manager** of (Pyramids industrial park in" El 10 Ramadan city").
- **Project manager** of (Aloula industrial park in" 6 October city").
- **Project manager** of (two villas in the desert road).{**phase one**}.
- **Project manager** of (Cairo Kitchen restaurant " Zmalek").
- **Project manager** of (Villa in the Lake view compound) (Design & installation Landscape).

June 2013 – Dec 2014:

**4) Senior interior designe .**

company : **Archi touch for furniture manufacturing**

- Technical office interior designer at ( home , office )and R&D department.
- General coordinator for (EGO Brand ) project.

Dec 2015 – March 2016:

- 5) Senior Landscape Designer.  
company : **Aljoiab company ( Egypt branch).**

- Technical office landscape designer.

April 2016 – Aug 2016:

- 6) Senior Architect & Landscape Designer.  
company : **Zuhair Fayez partnership ( Egypt branch).**

- Technical office landscape designer.

Dec 2016 – sep 2017:

- 7) Senior technical office .  
company : **Bvision Interiors.**

- Technical office engineer & site supervision.

Dec. 2017 – present:

- 8) Project manager Architect & Landscape dep..  
company : **Bvision Interiors.**

- Technical office manager.
- Project manager

#### PRIVATE WORK:

1. **Project:** Design & contracting a lot of (residential& commercial projects)

Location:6october , 5<sup>th</sup> settlement , El shrook city,Hdayek ahram,

Clients: Dr.Omnia ,Eng.Mostafa, Dr.Osama, Dr. Mohamed, Mr.Ahmed abd elkhalek, Mr.Ehab abd elwahab,

Project Description:

- Design full package interior and landscape with full bill of quantities.
- present some ideas on sketch up 3d model.
- supervision on construction all items inddor & out door addition to making swimming pools ( whole types) design & construction .

2. **Project:** Design & supervision villa Mrs. Ghada Abd El Razeq

Location: 6october. Golf view



Walaa Talaat  
Architect



**COMPUTER/CAD SOFTWARES SKILLS:**

- Have good experience in some construction & design related software's such Autodesk **AutoCAD**, Google Sketch up 2017, photoshop cs
- Well experience in **MS Office** (Excel, Word, PowerPoint, etc.)
- Familiar with Internet and E-mail.

**REFERENCES :** Available upon Request

**PORTFOLIO :** Available upon Request

**Facebook page:** Elegant Architecture

**DECLARATION**

I consider my self as familiar with Architect. Aspects I hereby declared that above mentioned details are true to the best of my knowledge and belief.

Walaa Talaat

*Walaa Talaat*