

## Carolina Alcolea Pastor

**Interior Designer / Project Coordinator / Architectural Draftswoman**

35 years old, Spanish, with driving license

**Living in Limerick, Ireland**

Email: carolina.alcolea.pastor@gmail.com | Phone: +353 86 872 1511

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A professional where most of work experience involves Interior Design, Project Coordination, Drawing with CAD developing technical projects, restoration of antique furniture and decoration to meet several types of client markets.

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### **SUMMARY OF QUALIFICATIONS AND TECHNICAL EXPERTISE**

- Over 13 years experience as an Interior Designer, Project Coordinator and Draftswoman. I am also specialist in restoration of antique furniture;
  - E-commerce and Business knowledge and experience;
  - Leadership skills, knowledge and experience;
  - Strong administration and problem solving skills;
  - Flexible in responding to changing operational demands e.g. working off site;
  - Idioms: Spanish (Fluent/Native), Catalan (Fluent/Native), Valencian (Fluent/Native), English (Full working proficiency) and Portuguese (Elementary proficiency);
  - Computer literate: Windows, MS Office, Internet, Email, etc;
  - Design tools: AutoCAD, 3D Studio Max, Adobe Photoshop, Au3 Win and others;
  - Purchases, sales and research skills, knowledge and experience.
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### **ACADEMIC FORMATION**

**2001-2003 – Architectural Draftswoman**, Graduated from the Official School of Art and Design "Barreira" in Valencia (Spain) with a 70% rate on the final work.

**1997-2001 – Interior Design**, Graduated from the Official School of Art and Design "Barreira" in Valencia (Spain) with a 76% rate on the final work.

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## **PROFESSIONAL EXPERIENCE**

### **Petite Harmonie – Alzira, Valencia, Spain**

#### **Interior Designer, Project Coordinator, Architectural Draftswoman, Sales and Restorer of Antique Furniture**

##### **From February 2010 until February 2015**

Petite Harmonie is an Interior Design Company located in Alzira - Valencia (Spain).

Main activities: Customised interior design service tailored to specific requirements of each client (Housing and commerce).

Daily activities with: Microsoft Office, AutoCAD, 3D Studio Max and Adobe Photoshop.

I was responsible for assisted retail service and selection of an internationally sourced range of furniture, lighting and accessories to clients.

Responsible for taking measures in households, taking pictures and doing CAD drawings when required.

Responsible for taking client ideas and wishes and turn them into a reality with a close working relationship with the builder, contractors and related professionals, coordinating the whole process. Thus, ensuring the smooth running of project and deliver work to a high standard within agreed time frames and budgets.

Responsible for organising the service staff together with the work scheduling. I also managed costs and the agreed expenditure on client name.

I worked designing bespoke furnishings and commissioning pieces for master craftsmen. I worked with an extensive list of master craftsman artists in Spain and I also conducted many restoration works of antique furniture.

I also was responsible for customer support by phone, email and personally. Also responsible for the company website, marketing, social media and networking and sales.

### **Fotogrametría Digital – Alzira, Valencia, Spain**

#### **Architectural Draftswoman and Topography Assistant**

##### **From September 2006 until February 2010**

Fotogrametría Digital is a Topography Company located in Alzira - Valencia (Spain).

Main activities: Topography and digital planimetry.

Diary activities with: Microsoft Office, AutoCAD, Adobe Photoshop and AU3 Win.

Drawings with AutoCAD, Memory Cards, Digital 3D flight maps, cartography, office works and fieldworks, customer budgets, invoices and other activities.

Responsibility to pass on information regarding the status of the projects. Elaboration and monitoring of the schedule. Elaboration and validation of the documentations.

## **Alzira City Hall – Alzira, Valencia, Spain**

### **Architectural Draftswoman**

**From February 2004 until September 2006**

Alzira is a city located in Valencia (Spain). Its population is 46,000 inhabitants.

Main activities: Public work projects in the Department of Planning.

Diary activities with: Microsoft Office, Adobe Photoshop and AutoCAD.

I worked with analysis and development of internal projects developing all the necessary maps (CAD) for the city development.

## **Luis Duart Alepuz Architecture Studio – Albal, Valencia, Spain**

### **Architectural Draftswoman**

**From May 2003 until February 2004**

Luis Duart Alepuz S.L. is an Architecture Studio located in Albal - Valencia (Spain).

Main activities: Civil work projects.

Diary activities with: Microsoft Office, AutoCAD, 3D Studio Max and Adobe Photoshop.

I worked every day drawing with AutoCAD, memory cards, customer budgets, invoices and other activities.

Responsibility to pass on information regarding the status of the projects. Elaboration and monitoring of the schedule. Elaboration and validation of the documentations.

## **J. Miguel Bisbal Interior Design Studio – Valencia, Spain**

### **Interior Designer, Sales and Architectural Draftswoman**

**From July 2002 until May 2003**

J. Miguel Bisbal is one of the most prestigious interior designers in Spain.

Main activities: Decoration projects for housing and commerce, sales of furniture and decoration items.

Diary activities with: Microsoft Office and AutoCAD.

I was doing my "business practices unremunerated" at this company while studying at the same time.

I was responsible for assisted retail service and selection of an internationally sourced range of furniture, lighting and accessories to clients.

Responsible for taking measures in households, taking pictures and doing CAD drawings when required.

I worked designing bespoke furnishings and commissioning pieces for master craftsmen. I worked with an extensive list of master craftsman artists in Spain.

Responsible for customer support by phone, email and personally.

## **Construcciones Ballester – Valencia, Spain**

### **Architectural Draftswoman, Interior Designer and Sales**

#### **From February 2002 until July 2002**

Construcciones Ballester is one of the strongest building companies in Spain, located in Valencia.

Main activities: Civil work projects.

Diary activities with: Microsoft Office, AutoCAD, 3D Studio Max and Adobe Photoshop.

I was doing my "business practices unremunerated" at this company while studying at the same time.

I was responsible for the design of plans for each house according to the needs of each customer. Most of projects that I worked were for luxury homes.

I was responsible for assisted retail service and selection of an internationally sourced range of furniture, lighting and accessories to clients.

Responsible for customer support by phone, email and personally.

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## **COURSES**

- 2013: "Business Management" course (16 hours), at Polytechnic University of Valencia (Spain);
- 2012: "Cost Management" course (12 hours), at Polytechnic University of Valencia (Spain);
- 2010: "Photoshop CS3" course (40 hours), at "Forem", Alzira - Valencia (Spain);
- 2009: "Team lead" course (16 hours), at Liderazgo Consultoría - Valencia (Spain);
- 2008: "Customer Service" course (12 hours), at Liderazgo Consultoría - Valencia (Spain);
- 2006: Course of "Communication, Verbal Expression and Modern Oratory" (16 hours), at Alzira City Hall – Valencia (Spain);
- 2006: "Time Management" training (8 hours), at Alzira City Hall – Valencia (Spain);
- 2006: "The Valencian Urban Development Law" course (19 hours), at Alzira City Hall – Valencia (Spain);
- 2005: "Soil Legislation and Urban and Regional Planning" course (25 hours), at Valencia Deputation (Spain);
- 2005: "Interpersonal Relationship and Feedback" training (12 hours), at Alzira City Hall – Valencia (Spain);
- 2004: "3D Studio Max" course (40 hours), at Polytechnic University of Valencia (Spain);
- 2003: "Occupational Trainer" course (389 hours), at "Mual Ofimática", Alfafar – Valencia (Spain);
- 2002: "Communication" course (8 hours), at Official School of Art and Design "Barreira" - Valencia (Spain);
- 2001: "AutoCAD 2000" course (209 hours), at "Mual Ofimática", Alfafar – Valencia (Spain).

## OTHER QUALIFICATIONS

- Easy and quick adaptation to new tools, environments, methodologies and execution of new works;
- Sense of humour and ability to work effectively with all customer types;
- Highly focused on customer satisfaction;
- I always seek excellence in the execution of functions that I performance;
- I always seek the balance between technical and business knowledge. I always seek to know in depth the management structures, as well as get the necessary technical knowledge for a good performance in my works;
- Good interpersonal relationship, discipline, organization and team spirit. Negotiation, planning and organization skills. Good oral and written communication;
- Strong analytical capacity and commitment, goals and results oriented;
- Determination and courage to change paradigms and accept new challenges;
- Pro-activity in analysing and solving problems;
- Knowledge in all stages of projects development (such as measurement, budget, supervision, control and management of materials and others);
- I aim to evolve constantly my knowledge and help to improve the area and the company where I work;
- I seek the excellence in the quality of the documentations;
- Highly motivated, energetic and ambitious;
- Experience in dealing with payment issues;
- Ability to work under pressure, achieve sales targets and meet tight deadlines and service standards.