

helena graham



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Employment	April 2008	Tonkin Liu Architects	London
	Work Placement		
	Solely responsible for producing 1:20 scale model of the Fresh Flower pavilion commissioned by Corus and The London Festival Of Architecture 2008.		
	2006 - 2007	The Cove	Lamorna
	Reception Manager		
	Organisation and set up of reception for brand new 5 star apart-hotel. Day to day management of reception and restaurant.		
	2003–2004	The Abbey Hotel & Restaurant	Penzance
	Assistant Manager		
	Working front of house in the Michelin star restaurant and overseeing a team of staff. Manning the reception, placing orders and assisting with the smooth running of the hotel.		
	Summer 00/ 01 /02	Decorex	London
	PA to Exhibition Designer		
	Assisting Exhibition designers for Decorex Interior design trade fair, Chelsea. Liaising with exhibitors, organising layout and decoration of stands and transferring information to CAD drawings for contractors.		
	1999 - 2001	The Groucho Club	London
	Head Waitress		
	Greeting of guests and coordinating a team of waiters within the two very busy restaurants in this prestigious members club.		
	1999-2002	Haywood Associates	London
	Junior Interior Designer		
	Sourcing materials. Presenting of schemes, helping with creative decisions. Jobs include design of Edwardian basement flat, Chelsea. Substantial re-construction works and re-modelling of 5 storey Regency house, Notting Hill. Interior decoration and garden design of seventeenth century house, Islington.		
Education	2007 - 2009	University College Falmouth	Falmouth
	B.A. (hons)	Spatial Design : Interior and Landscape	
	2001 - 2002	Kingston University	London
	B.A. (hons) Level 1	Interior Design	
	1998 – 1999	University College Falmouth	Falmouth
	B-Tec Foundation	Art & Design	
	1996 – 1998	Penwith College	Penzance
	A Level	Art & Design, Ceramics and Photography	
I.T. Skills	Mac and PC Proficient. Microsoft Office, AutoCAD, Sketchup, Photoshop, In Design, Illustrator.		
Skills and Achievements	WSET Intermediate certificate in Wine Tasting Personal License Holder Full Driving license		
References	Anna Liu	+44 (0)20 7837 6277	
	Kinga Tunnicliffe	+44 (0)7545 641 236	