

Curriculum Vitae of
JAMES BRETTE BA (Hons)
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FORMAL EDUCATION

University of Wales Institute Cardiff (UWIC)

September 1995 – June 1998

Qualification gained: BA (Hons) Industrial Design

University Of Central England In Birmingham (UCE)

September 1994 – June 1995

Qualification gained: BTEC National Diploma
Foundation Studies In Art And Design

Halesowen College

September 1992 - June 1994

A level Arts and Crafts
A level Geography
A level Business Studies

Windsor High School, Halesowen

September 1988 - June 1992

GCSE English Language	GCSE English Literature
GCSE Mathematics	GCSE Science
GCSE Geography	GCSE Physical Education
GCSE German	GCSE Design And Realisation

VOCATIONAL TRAINING

Crestwood Environmental Services, Wolverhampton Business Park

November 2004

Qualification gained: Waste Awareness Foundation Level
Validity: November 2004 to November 2009

Halesowen College (Night School)

September 2003 - March 2004

Qualification gained: Introductory Course In 3D Studio Max

Stourbridge College (Night School)

April 2000 – February 2001

Qualification gained: City And Guilds
AutoCAD 2000i Architectural Desktop 2

EMPLOYMENT HISTORY

JBrettle.com

April 2007 - Present

Position: Self Employed Freelance Designer

Working with various clients within the foodservice supply industry designing commercial kitchens. Role includes all aspects of general day to day running including design work, accounts and client liaisons. Duties include;

- Producing 2D & 3D designs
- Producing contract programmes
- Attending site for meetings and surveys
- Keeping records up to date
- Producing layout and elevation drawings for the installation of waste & mechanical and electrical supplies
- Producing specifications and quotations
- Working to specifications set out by consultants
- Keeping daily contact with clients and suppliers

Hamilton Catering Equipment Services Ltd

January 2002 – March 2007

Position: Designer/Project Manager

Working within a small team of 3 people designing and installing commercial kitchens. My role encompassed all aspects of designing and installing establishments from original concept and specifications right through to installation and completion of projects. Duties include;

- Producing 2D & 3D designs
- Producing contract programmes
- Arranging engineers for installations
- Attending site for meetings and surveys
- Producing Health & Safety documentation
- Producing layout and elevation drawings for the installation of waste & mechanical and electrical supplies
- Producing specifications and quotations
- Working to specifications set out by consultants
- Keeping daily contact with clients and suppliers
- Placing orders and arranging deliveries

Key Achievements:

- Developed an in-depth knowledge into catering equipment through contacts within the industry.
- Managed projects from concept, through installation to completion of client snags.
- Received positive feedback from clients on numerous occasions.
- Developed computer networking and web design skills.
- Became an integral part of the company from set up.

Projects completed include: Swan Valley Schools (PFI), Clacton County High Schools, Coventry University, Walsall College, Jephson Gardens – Royal Leamington Spa, InShop Restaurants – Nationwide, James Beattie Plc – Telford, Great Western Hospital, Swindon (PFI), Towcester Racecourse – New Grandstand.

A.F.Designs Ltd

November 1998 – January 2002

Position: Designer

Working closely within a small, highly motivated team, designing commercial catering establishments from concept sketches and client requirements.

Key Achievements:

- Developed a sound knowledge of AutoCAD 2000i Architectural Desktop 2 & 3 and 3D Studio.
- Gained excellent knowledge of the contractual process of designing and installing building interiors and refurbishing buildings after working alongside contractors such as Carillion, Laing Management, Tarmac, Amey Asset Services and MACE.

Projects completed include: Portcullis House - Westminster, Princess Margaret Hospital - Swindon, James Beattie Stores - Stores Nationwide, Coventry University - Coventry, Jewson - Coventry, DTZ Debenham Thorpe - London, P&O Ferries – The Pride Of Bilbao, Ardencote Manor Country Club – Warwick, Bannatynes Fitness Club – Clubs Nationwide, Orange call centres – Peterlee and Bingley, and many more.

TEMPORARY POSITIONS

Automobile Association

September 1998 – November 1998

Position: Call Handler

Working shift patterns which including mornings, evenings and weekends within a team at the AA's call handling centre.

Securicor Recruitment

September 1998

Position: Administrator

Working within a small office in the recruitment subsidiary of Securicor having left university, my duties included general office administration and organising references for potential employers.

Whilst studying I also held a number of other temporary positions to fund my education.

OTHER SKILLS AND INTERESTS

Familiar with following computer packages:

- AutoCAD 2000i Architectural Desktop 2 & 3
- Auto Sketch
- Windows 95 98 2000 ME XP
- Microsoft Excel
- 3D Studio Max
- Turbo CAD
- Microsoft Word
- Dreamweaver / Web Design

Full Drivers License (no points)

NATIONALITY - British

REFERENCES - Available on request