



Bangkok, Thailand

POLA NOWAK

ARCHITECT

CONTACT:

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PORTFOLIO: <https://polanowak.my.canva.site/>

EDUCATION

STATE HIGHER VOCATION SCHOOL
IN RACIBÓRZ, POLAND

Bachelor of Architecture
Engineering

HIGHER SCHOOL OF ECOLOGY AND
MANAGEMENT IN WARSAW, POLAND

Master of Architecture
Engineering

CRACOW SCHOOL OF ART AND
FASHION DESIGN, POLAND
Visual Merchandising

LICENSED ARCHITECT WITHOUT ANY
RESTRICTIONS IN POLAND/
IARP MEMBER - SINCE 2019

GRAPHIC SKILLS

ArchiCad	<div><div></div></div> 90%
Artlantis	<div><div></div></div> 70%
Photoshop	<div><div></div></div> 70%
AutoCad	<div><div></div></div> 50%
3dsMax	<div><div></div></div> 50%
CorelDraw	<div><div></div></div> 60%
SketchUp	<div><div></div></div> 50%
Revit	<div><div></div></div> 50%

LANGUAGES

Polish	<div><div></div></div> 100%
English	<div><div></div></div> 80%

EXPERIENCE

INTERIOR DESIGNER

JUSSS, CRACOW

JANUARY 2015 - SEPTEMBER 2016

- participated in the conceptualization of design projects
- communicated regularly to management and the project team with project updates
- prepared a 3D visualization of designed buildings
- prepared floor plans with all relevant documentation

ENGINEER & ARCHITECT

ARCHITECTURE STUDIO MARIUSZ NOWAK |

JANUARY 2017 - SEPTEMBER 2019

- participated in construction works & construction supervision
- participated in the conceptualization of design projects
- prepared a 3D visualization of designed buildings
- prepared floor plans with all relevant documentation
- map analysis with planning coordination
- cross-industry coordination
- real estate development/marketing
- property valuation

OWNER

ARCHITECTURE STUDIO NOWY POLAK |

SEPTEMBER 2019- MAY 2022

- management of the investment process
- map analysis with planning processes
- investors meetings & build relationships with clients
- prepared floor plans with all relevant documentation
- interior design & home staging
- cross-industry coordination
- ensuring law processes & administracion
- real estate development/marketing
- property valuation

ART TEACHER

KASINTORN SAINT PETER SCHOOL |

SINCE AUGUST 2022

FREELANCER ARCHITECT SINCE MAY 2022



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COVER LETTER

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Dear Hiring Team,

I'm thrilled at the opportunity to bring over 6 years of experience as an architect, construction designer, real estate agent and then as a team leader to your company. With a background in design and supervision, I deliver a unique combination of artistic talent, technical expertise and selling skills. During my previous role at companies that I worked for I prepared design concepts, all project related documents completed for commercial, residential, mixed-use properties and interiors. During my work, I have been creating renovation plans for buildings to raise a market price and prepare property for sale/rent. I have performed investment profitability assessment and investment location analyzes for investors. In addition, I was responsible for coordinating the work of industry professionals that gave me necessary experience to meet new challenges. I have been developing plans for new development projects, including estimating budgets and timelines.

Besides my expertise in design, I'm also proficient with the major CAD software systems, including AutoCAD, Revit, ArchiCAD, Artlantis, Photoshop and SketchUp. In my opinion, visual presentation and technical drawing is the language of architects and clients during all stages of development.

Privately - a traveler, amateur of photography and cryptocurrency investor.

In 2019, I became a licensed architect in my country which gave me the right to practice the profession independently without restrictions. The scope includes the design and construction site supervision of structural elements.

Thank you for your time and consideration. I'm looking forward to learning more details about the position.

Sincerely,

Pola Nowak