

PROFESSIONAL AND CAREER DEVELOPMENT

Student Name: Alexandra Bizga

Student number: 2018352

Module name: Professional Career Development

Module number: BMSW 4005

Lecturer Name: Dr. Besty Jose

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Task 2 - Mock interview

Curriculum Vitae

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12A Ewhurst, Fair Oak Lane, Oxshott KQ23 0TH, United Kingdom
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A Fine Art student at the Goldsmiths University of London with working and leading experience in fine art, composition art galleries and visual merchandising, seeking a graduate role working as a professional exhibition designer and gallery interior consultant.

Educational Qualification

2017 - 2020 BA (Honors) Fine Art () Goldsmiths University of London

Relevant Modules and Subjective Exposure include Modern and Neo Morphic Lithography, Shadow Photography, Neoclassic Fine arts since 1977, Studio Allegorical Art, Moral Messages and Historic-religious Art Dissertation.

- Directed and produced new themes of subjective proportion in composition art genre, fine art sculpture, fibral print project and luminosity installation.
- Organised and composed final year projects in the Goldsmiths University of London to exhibit degree assignments.
- Conducted in-depth analysis of visual exhibition, created reflective adjustment for relevant sculptures ad pieces of artwork, wrote reflective essays, emerged political, economic and social perspectives on each project.

2010 - 2017 The London Nautical School, United Kingdom

Overall A: Art (A+), English Literature (A), Art History (B+), Media Studies, (B+), Interior and Architectural Study (A+) **10 GCSEs:** Grades A+ - B

Corresponding Experiences

August 2019 - Present Gallery Light and Sound Director, The Tate Modern Gallery, London

- Welcomed attendees to the gallery after checking their pass, provided a brief for a gallery tour and briefed description of the theme.
- Wrote weekly updates of art piece additions, updated about the guest lecturer and guest visitors on social media to increase audience engagement.

- Assisted at the launch event, arranged security, accommodated spaces and direction of the gallery tour.

April 2019 - Present Interior Design of a Cafe Racer Automobile Designing Shop

- Took 3 Projects of Directing, Managing, Designing and Executing interior designing of an automobile modification shop in Leeds, Manchester, London and Wales.
- Discuss with the owner of the shops to understand the vision they are trying to achieve and the corresponding theme material.

Additional Experiences

June 2016 - March 2018 Finer Arts Club, The London Nautical School, United Kingdom

- Proactively arranged all stocks and materials for the fine art exhibitions in the university with juniors and senior tutors.
- Interacted with audiences to collect reviews about the exhibitions and gallery experiences.
- Organised occasional art exhibition for sculpture, abstract fusion form, neo surrealism, magic realism exhibition and satire exhibition.

Achievements

- Optimised the investment of one exhibition in Leeds by £390 for the student-initiated charity organisation for Fine arts Hunger organisation.
- Participated in multiple wall painting exhibitions and arranged a few of my own to challenge my skills. Further, developed wall painting and graffiti exhibitions with the facility of audience collage and signature competition in Wales.
- Achieved A grade in college and facilitated with a scholarship to arrange 2 years of art travel with tutors and peers in Europe and Asia.

Additional Skills

- IT - expert in MS PowerPoint, proficient in MS Excel, Word, Photoshop, Adobe Illustrator and Ableton Studio
- Driving License for 2 wheelers and 4 Wheelers

Interests

I envy digital designing, illustrating, UI/UX designing and charcoal sketching in cross hatching style.

Cover Letter

Project manager

Email: alexandraiulia43@yahoo.com

phone: 07440541258

To: Dwane Davies

Human Resource manager

Gensler, Thomas Square,

Thomas More St, London

E1W 1YW, United Kingdom

20th October, 2021

Dear Mr Dwane,

As a highly skilled and experienced project manager, I am writing to express my interest in the project manager position in your company. My experiences align with the usual projects in Gensler and I hope to challenge my skills under the project pressure in your company.

In addition to my provided experience resume, I like to write my gratitude for the work brilliance in your organisation. The style and expansion of your foundation interest me so much that this profession will open a new window for both Gensler and me.

Please consider looking at my CV. Thank you for your consideration of giving me this opportunity.

Sincerely,

Alexandra Bizga

Job Advertisement

GENSLER **We Are Hiring NOW!!**

Qualification

Bachelor's Degree in Arts and Designing

Minimum 2 Years of Experience in exhibition management and event management

Minimum 1 year of Experience in interior design projects

Responsibilities

Managing interior design projects

Managing presentation and handling contracts with priority scheduling drill

Leading designing team

Leading simulated projects

Job Specification

Job Title	Project Manager
Salary	£33,000 - £48,000 per year
Location	London
Reporting to	Human Resource Manager, Gensler

Job Purpose:

We are looking for efficient project managers/organisers who are skilled with interior design, managing art projects and can handle multiple contracts and priority scheduling drills.

Roles and Responsibilities:

The project manager will be responsible for arranging the contract. The project manager will be responsible to handle a specified team for specific projects. The project manager will be required to visit on-site supervision.

Skill Requirements:

Communication skills, IT skills, Presentation skills, leadership skills, etc.

