

## **ALEXANDRA CLEOVOULOU**

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### **PROFESSIONAL EXPERIENCE**

- July 2018 – Present**  
(full-time and part-time role)
- Assistant Valuer, Axia Chartered Surveyors, Nicosia, Cyprus**
- Property inspections.
  - Conducted valuations of land, residential and commercial properties for private customers and financial institutions.
  - Produced market analysis reports.
- Feb 15 - May 18**  
(full-time and part-time role)
- Office Administrator, Prospecta Development Ltd, Paphos, Cyprus**
- Created marketing brochures for new projects.
  - Managed marketing campaigns for exhibitions.
  - Took potential customers to view properties for sale and rent.
  - Worked on architectural drawings for upcoming developments.
  - Designed house concepts based on client requests.
  - Liaised with planning department and land registry in regard with ongoing and completed projects.
  - Drafted contracts for property sales.
- Apr 11 - Jul 11**  
(full-time internship)
- Part 1 Architectural Assistant, Polytia Armos, Nicosia, Cyprus**
- Carried out measured surveys of buildings and building sites in Old Nicosia.
  - Drew up measured survey drawings in AutoCad.
  - Prepared drawings and materials for site visits and meetings.
  - Liaised with the Municipality of Nicosia and the property owners to arrange meetings and site visits.
  - Worked on a competition for a public market in Larnaka.
- Jun 10 - Feb 11**  
(full-time internship)
- Part 1 Architectural Assistant, Volume 3 Architects, London, U.K.**
- Carried out measured surveys of existing buildings and building sites,
  - Drew up measured survey drawings on VectorWorks
  - Created marketing brochures
  - Assisted in designing hotel lobby, assisted in furnishing dwelling interiors,
  - Created construction site hoarding

## **EDUCATION**

- 2019 - 2021**      **Neapolis University**  
Masters (Msc) in Real Estate
- 2016 - 2018**      **Neapolis University**  
Professional Diploma in Architecture
- 2011 - 2014**      **University of Brighton**  
PG Diploma in Architectural Studies
- 2006 - 2010**      **Oxford Brookes University**  
BA(Hons) Architecture (Part 1)
- 2001 - 2006**      American International School in Cyprus (AISC)  
International Baccalaureate Diploma  
Member of the senior orchestra, bi-communal orchestra, choir and,  
film/video department.

Nominated and attended the following GYL (Global Young Leaders) conferences:

- GYLC: Washington DC/ New York. U.S.A 2005
- GYLS: Canberra, Sydney, Cairns. Australia 2007
- GYLS: Beijing, Xi'an, Shanghai. China 2008
- PYIC: (Presidential Inauguration) Washington D.C. U.S.A 2009

The Congressional Youth Leadership Council is an independent, nonprofit educational organisation with over 40 embassies and 400 members of the US Senate and House of Representatives on its honorary, bipartisan advisory board. They offer educational leadership conferences for an elite group of outstanding young people from around the world.

## **KEY SKILLS**

**Excellent knowledge of:** AutoCAD, Rhino, Adobe Photoshop, Adobe Illustrator, Adobe InDesign and Microsoft Word.

**Good knowledge of:** Cinema 4D, Sketch Up, VectorWorks, Microsoft Excel, Microsoft Outlook, Microsoft Powerpoint and iMovie

Fluent in English and Greek (written and spoken).

Full European driving license.

Key traits: Organised, polite, helpful, eager to learn and perform to my full potential.