
ANNA WINTER

t: 206.979.5009 **e:** annawinteruk@gmail.com **w:** www.annawinteruk.com

nationality: British **work status:** U.S. permanent resident **drivers licence:** WA State

I am a recent graduate with a Masters in Landscape Architecture, looking for an internship working along side experienced landscape architects, in order to consolidate my skills, broaden my knowledge, and to gain a fuller understanding of the industry.

SKILL SET

Landscape Studies:

- Consulted Planning Policy and Guidance, undertook Landscape Character and Environmental Impact Assessments
- Obtained a working knowledge of British native plants and an understanding of fitness for purpose in planting
- Completed an Ecological Design project, with wetland and green-roof creation
- Computer skills include competence in: AutoCAD, SketchUp, Adobe CS, Word, PowerPoint, Excel - on both Mac OSX and Windows platforms

Teamwork:

- Worked closely with peers to produce collaborative projects as a Postgraduate
- Trusted others to contribute equally in order to maximise total output as a Postgraduate
- Overcame clashes of ethos, interest and technique with colleagues as a Receptionist and Postgraduate
- Followed the ethos and protocol of company and clients as a Receptionist and a Nanny

Organisation and Time Management:

- Met deadlines and managed personal workload as a Postgraduate
- Kept track of hours worked and completed time sheets as a Receptionist
- Worked shifts and covered for other team members when necessary as a Receptionist
- Responsible for daily running of a household and organised personal time to achieve necessary tasks as a Nanny

Project Management:

- Organised events including managing budgets and programme scheduling as a Tournament Director
- Liaised with organisational bodies, recruited members and secured funding as a Sports Club Secretary
- Responsible for receiving fees and child enrollment as a Camp Organiser
- Arranged transportation, catering and worked in partnership with a range of user groups as Host

Communication:

- Produced written reports, created and delivered PowerPoint presentations to peers, tutors and professional guests as a Postgraduate
- Fielded enquiries from clients, press and public as a Receptionist
- Met with clients and worked in a corporate office environment as a Receptionist
- Liaised with other leaders and provided information to visitors as Host

Leadership:

- Promoted a shared goal and motivated, guided and encouraged others as a Field Captain
 - Took sole responsibility for children as a Camp Staff and Nanny
 - Organised and ran activities and training as a Camp Staff and Field Captain
 - Taught skills and strategies to junior team members as a Field Captain
-

ANNA WINTER

PROFESSIONAL

Sep 2004 – Sep 2005 **Receptionist** Kroll Associates, London, United Kingdom
Aug 2003 – Aug 2004 **Nanny** Nilssen-Gewirtz family, Seattle WA. USA
Apr 2003 – Aug 2003 **Receptionist** Kroll Associates, London, United Kingdom
Jan 2003 - Mar 2003 **Assistant Garden Designer** Allsop Sugden, Norfolk, United Kingdom

ACADEMIC

Sep 2005 - Jan 2008 **MA Landscape Architecture**
University of Sheffield, South Yorkshire, United Kingdom
Sep 1999 - Jun 2002 **BA (Honours) English Language & Literature**
University of Leeds, West Yorkshire, United Kingdom
Upper Second Class degree awarded
Sep 1996 - Jun 1998 **'A' Levels**
La SWAP Sixth-Form College, London, United Kingdom
Subjects and grades: Art (A), English Literature (B), Mathematics (B)
Sep 1991 - Jul 1996 **G.C.S.E.s**
Islington Green School, London, United Kingdom
Subjects and grades: All 9 passed at A grade including - Art, Design
Technology, English, Italian, Mathematics, Science (Combined)

VOLUNTARY

Forest School Camps

May 2007 Whitsun Camp Staff
Nov 2004 - May 2006 Stores Weekend Host
Apr 2006 Staff Training Assistant
Mar 2005 - Jul 2005 Camp Organiser
Aug 2004 Summer Camp Staff

University Ultimate Frisbee Team

Sep 2006 – Apr 2007 First team member,
Women's team Field-
Captain
Feb 2002 Tournament Director
Sep 2000 – Jul 2001 Sports Club Secretary

Ideally I am looking for an internship of between three and six months, but am open to all opportunities.

Please contact me to request references and Design Portfolio of work samples.
