

Robyn Esther Berzen**B.Arch Wits PrArch MIArch CIA**

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ROBYN BERZEN
B.Arch Wits PrArch MIArch CIA**Consulting and Technical Profile**

- Green Star South Africa Accredited Professional and Member of Green Building council of South Africa
- Experienced architect in Corporate, Commercial, Education, Retail, Transportation, and Residential fields
- Experienced space planner and manager for institutions
- Experienced interior architect for corporate fit outs for major international companies.
- Client relations for all aspects of projects. Act as agent to the client in respect to all aspects of projects.
- Project manager mostly associated with interior architecture work.
- Design experience in all aspects of architecture including detail and furniture design.
- Strong budget awareness and cost management capabilities. Several clients have allowed me to manage trust accounts for their projects.
- Good reporting skills and client relationship management.
- Excellent contract management skills. Management of contracts team including supervision of building works.
- Excellent communication skills with other professionals involved in contracts. Engineers, time managers, project managers, quantity surveyors and specialists. Skilled technical integration of all information into complete works.
- Good crisis manager. Calm and reasonable approach to problems.
- Flexible attitude towards achieving best outcome for the client.
- Professional manager with experience of managing professional and technical staff.

Skills Matrix

- Manage space for 23 000 staff of the City of Cape Town in a 93 building corporate portfolio and other buildings held by other departments.
- Professional project team member for redevelopment work
- Professional design team leader for all special project
- Policy formation and writing for municipality
- Management and planning of budgets for development and management of property portfolio.
- Design of large buildings including offices, schools, retail and community.
- Structural and interior design of corporate buildings – space planning layouts
- Urban planning and design of houses for individual clients and housing estates
- Documentation of all projects above.
- All levels of services coordinated i.e. Electrical, data, lighting, HVAC, plumbing
- Contract supervision and principal role in a contract group
- Chairing and taking minutes of site meetings
- Issuing instructions to construction and professional team
- Quality control and snagging

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- Handover documentation and completion certification.

IT Skills

- Literate in all basic Microsoft Office programmes – Word, Excel etc...
- Some experience with SAP from a user position
- Exposure to property management software
- Proficient in CAD drawing packages – Vector works, AutoCAD 2000 with Architectural Desktop
- CorelDraw 10, Adobe Photoshop
- Macromedia Fireworks and Dream weaver

Experience**2008 - Present****Metaform Architects cc****Cape Town SA****Sole Member**

- Practice relocated to Cape Town

October 2009 – March 2012**City of Cape Town****Cape Town SA****Head – Space Planning and Allocations (4 days a week)****Department Specialized Technical Services under Corporate Services**

- Manage space for 23 000 staff of the City of Cape Town in a 93 building corporate portfolio and other buildings held by other departments.
- Lease negotiation and management of all leases for all buildings required by the City's departments outside of the owned portfolio.
- Manage the drawing office that provides the planning for all reallocations and space allocations
- Auditing and reallocation of all facilities within the portfolio
- Disposal of non performing buildings within the portfolio that do not comply with sustainability criteria.
- General architectural and interior consulting on all issues related to City properties
- Architectural representative for the city on several 2010 city development projects
- Policy reviewing and writing regarding space allocation, environmental provisions and maintenance of facilities.
- Tender specification writing and bid committee chairing
- Special project involvement in all "green" sustainable environment issues related to energy conservation, waste management and material selection. Re-fitment of buildings and carbon trading initiatives are included in these projects.

2006 - 2008**Metaform Architects cc****Johannesburg SA****Sole Member**

- After leaving Integrale Architects, I started a new practice to service existing and new clients.
- Client base includes developers, private individuals, corporations, and educational facilities among others

2003 – 2006**Integrale Architectural Designs cc****Johannesburg SA****Managing Partner**

- I started a new practice to facilitate new work taking on a partner, Sheldon Bakos, a few months into the practice
- Clients included, Bakos Brothers Developments, Eskom Distribution, Booyens Hotel and Conference Centre, Tourism Malaysia and Malaysian Trade Commission, Libstar.

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2003 -2003**Stauch Vorster Architects****Johannesburg SA****Design Architect**

- Station design for a bid for the Gautrain rapid transit system currently being built in Johannesburg.
- Design of shopping centres and airports in neighbouring African countries.

2002-2003**Turner Fleischer Architects Inc****Toronto, Canada**

Senior Architect (unregistered)

- After the successful sale of Tectoniqua to Paragon Architects, I chose to relocate to Toronto Canada to investigate the market and prospects there. A local firm of architects employed me for a 6-month period that would comprise a portion of my re-registration in Canada.
- The firm specializes in retail. The major client is the Loblaws Property Group. This group is the largest retail manager in Canada and is responsible for all property related to Loblaws Food Retailers, Zehrs, and No Frills.
- Private client work for First Pro Property Group – design of new HQ
- Smaller housing projects for key client

1999-2002**atelier TECTONQUA cc****Johannesburg SA****Managing Partner**

- After the repatriation of my business partner, Peter Hopkinson to the UK, shareholding in Tectoniqua was adjusted and I took over all management of the business in his absence.
- Client base extended to include more corporate clients including Barclays Bank PLC, Morgan Stanley Dean Witter, Kentucky Fried Chicken – Republic Foods, Credit Suisse First Boston, Viking Investments and Asset Management.
- Existing client's needs met and managed as before.
- Won Amalgamated Association of Aluminium Manufacturers of South Africa (AAAMSA) Natural Stone award for Compaq Computer (Pty) Ltd building

1997–1999**atelier TECTONQUA cc****Johannesburg SA****Partner**

- Launched new practice with partner, Peter Hopkinson
- Managed between 3 and 5 staff members in daily activities
- Carried out all aspects of project design, production and management for a growing number of international clients including UBS Warburg, Compaq Computer, Simba, and J.P.Morgan.
- Implemented CAD and other computer management systems.

1995–1997**Harold H Le Roith and Associate Architects****Johannesburg SA****Architect in training / Architect**

- Reopened defunct practice with Peter Hopkinson for UK based architects
- Implemented CAD system and all project production facilities
- Serviced international clients for interior and build requirements including SG Warburg, Firmenich, BHF Bank.

1995–1995**Kotlowitz Adler Architects****Cape Town SA****Architect in training**

- Post degree position carrying out design and detail of houses, food outlets and police stations.
- Implemented a CAD system for the practice.

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1993 **Prof. Gerald Gordon** **Johannesburg SA**
Doctoral research assistant

- Part time work while studying for B'Arch degree.
- Doctoral thesis into the use of computers in architectural design.

1991–1992 **Saretzky Associates** **Johannesburg SA**
Client Liaison Architect

- Hospital design in consultation with clinic's doctors
- Full time work to fulfill requirement of B'Arch degree for the first 6 months
- Part time work while studying to assist with successful completion of the building.

1991 – 01 to 06 **Sua Kay Architectos** **Lisbon Portugal**
Junior Architect

- Design and detail of international hotel projects and embassies.
- Full time work as part of the degree requirement for B'Arch

1989–1990 **Doron Rosmarin Parvenu Architects** **Johannesburg SA**
Student Architect

- Project and detail design
- Full time holiday work and part time term work.

1987 **Hermer, Grosskopff & Lombard** **Johannesburg SA**
Student Architect

- General office assistance and basic drafting work
- Holiday employment

Education, Training and Certifications

 <p>SOUTH AFRICAN COUNCIL for the ARCHITECTURAL PROFESSION</p>	Registered Professional Architect with the South African Council for the Architectural Profession
	Member of Institute of South African Architects
	Member of Cape Institute of Architecture.
	B'Arch, Bachelor of Architecture - University of the Witwatersrand <ul style="list-style-type: none"> • Graduated with distinction • Awarded Corobrick Student of the Year Award – 1994