

Margaret Eastham

Experience

Oct 2008 - Present P.S.A. Design

Longridge, Preston

Architectural Services

- Use of AutoCAD 2008, Microsoft word, excel.
- Liaison with clients direct from first point of contact at enquiry stage, initial meetings, fee quotes right through to supervision on site and certification.
- Liaison with all consultants, structural engineers, specialist surveyors

2000 – Sept 2008 Cork Toft Partnership Penwortham, Preston

(taken over 2007 to become Fish Associates (Preston) Ltd.)

Senior Architectural Technician / Architectural Assistant

- Use of AutoCAD 2006, Microsoft word, excel.
- Office management – managing staff and office equipment, invoicing clients, day to day running of the office, meeting budgets and targets.
- Liaison with clients direct from first point of contact at query stage, initial meetings, fee quotes right through to supervision on site and certification.
- Liaison with all consultants, structural engineers, specialist surveyors etc.
- Producing SAP calculations (Superheat programme).

Projects included:-

New office development at Windgate, Tarleton,

Redevelopment of former Little Chef into restaurant with new office development

Barn conversions

Small housing developments

Individual house design and extensions

1994-2000

Career Break

- Young family at home
- Chairman of local toddler group, organising weekly meetings, fund raising events and trips out.
- School assistant.

