

# ALISON GALEA

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## WORK EXPERIENCE

DEMICOLI & ASSOCIATES LTD, ST. JULIANS

*Junior Architect, Jun 2016 – Present*

Joining first as an intern and then employed as a junior architect, I formed part of a collaborative environment whilst working on a variety of local projects. Responsibilities included the design of precise schemes from the initial concept – providing innovative solutions and designs – to the final project.

- Drawing of architectural drawings, keeping to specifications and regulations
- Following up with meetings with internal and external stakeholders involved in the projects and establishing relationships
- Aiding in the preparation of tender and contract documents
- Dealing with subcontractors, suppliers, employees and the general public in a professional manner at all times
- Taking initiative, being creative and able to work whilst multitasking efficiently in small and large teams
- Working in and preparing two and three-dimensional plans, models and representations

CLUB SUSHI LTD, ST. JULIANS

*Cashier/Bartender, Aug 2015 – Present*

- Making sure the service is quick and satisfactory.
- Organising waiting staff and delegating duties during the shift.
- Take orders and ensure customers are enjoying their meals and service.

OWL SERVICES LTD, VALLETTA

*Animator/Student Leader at NSTS English Language Institute, Jun 2014 – Sep 2015*

- Leading student groups – specifically groups made up of children of ages ranging from eight to twelve years.
- Entertaining and keeping children safe and occupied during recreational activities.

MARINE AQUATIC LTD, SAN PAWL IL-BAHAR

*Bartender at La Nave Bistro, Jun 2013 – Oct 2013*

- Multi-tasking in a very busy catering environment; including multiple duties such as maintaining appropriate stock levels for the bar, taking money from customers and process all card payments, communicating with guests and making them feel appreciated, ensuring that customers receive an efficient and prompt service, maintaining the cleanliness of the bar area, as well as bar glasses and utensils, restocking the bar when necessary.

ARISTEA SERVICES, IX-XGHAJRA

*Waitress at Pebbles Beach Bar, Radisson Blu Resort & Spa, Malta Golden Sands, May 2012 – Oct 2012*

- Take orders and serve food and beverages to patrons at tables in dining establishment.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

## EDUCATION

ST. DOROTHY'S SECONDARY SCHOOL, ZEBBUG

- 'O' Level Subjects: Religious Education, English, Literature, Maltese Language, Maltese Literature, Italian, Mathematics, Physics, Accounts, Economics, Social Studies, Art.

ST. ALOYSIUS' COLLEGE, BALZAN

- 'A' Levels: Pure Mathematics, Physics. 'Intermediate' level subjects: English, Philosophy, Technical Drawing, and Systems of Knowledge.

UNIVERSITY OF MALTA, MSIDA

*Diploma in Design Foundation Studies, graduated Nov 2013.*

*B. Sc. (Hons) in Built Environment Studies, graduated Nov 2016.*

- Architectural design stream

*Master in Architecture, graduated Nov 2019.*

- Architecture & Urban design stream

## ADDITIONAL SKILLS

- Exceptional listener and communicator who conveys information effectively verbally and in writing.
- Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.
- Self-motivated hard worker capable of multi-tasking to achieve desired results with extensive planning and organizational skills, along with a high degree of detail orientation.
- Dependable, responsible contributor in a teamwork environment committed to excellence and success.
- Highly motivated self-starter who takes initiative with minimal supervision.
- Computer-literate performer with extensive software proficiency covering a variety of applications such as AutoCad, Revit, Adobe Photoshop, SketchUp and Microsoft Office.