

Gary Cartledge

Self motivated individual seeks challenging and gainful employment.

Prestatyn

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Self motivated person with a good work ethic, friendly and approachable. I have worked in several positions over the past decade, open to learning new skills and expanding my existing ones I will always give 100% in my work.

Willing to relocate to: Prestatyn

Personal Details

Eligible to work in the UK: Yes

Industry: Architecture, Construction, IT Operations & Helpdesk, Information Design & Documentation, Management, Software Development

Work Experience

Mission Area Administrator

Diocese of St Asaph (Bryn a Mor mission area & Aled Mission Area) - Prestatyn, Denbighshire
May 2023 to Present

Responsible for the administration of the Mission Areas of Aled and Bryn a mor , working directly with 24 church groups and their Vicars in order to ensure the smooth operation of the charity structure. Roles include general administration, updating trustee information, submission and editing of annual reports, Web design, social media management and creation of new policy documentation, forms and file systems as well as faculty applications for church refurbishments and projects.

Architectural Assistant

JPH Architects - Rhyl
September 2021 to October 2022

Responsible for creation of existing and concept drawings on behalf of the Architect and clients specifications taking measured surveys using a variety of tools, creating and submitting planning applications and building regulations packages.
Fully trained in the use of the latest Autodesk Revit, AutoCAD and Lumion software packages

Administrator

Wrexham Glyndwr University Student Union - Wrexham
September 2019 to September 2020

Responsible for creating bookings and managing diaries for student support officers, overseeing the Union shop and making stock takes, dealing with enquiries by students and general public and liaising with university officers to create and plan events.

Business Owner

The Realm - Rhyl

November 2016 to January 2019

A Gaming Café with links to outreach programs supporting individuals with social disabilities through tabletop board gaming to encourage social interaction and building of friendships.

As the owner my role was that of wearing many hats, from taxes to cooking, working with clients, sourcing and acquiring rare objects, cleaning, all aspects of design from menus to signage, barista work and front of house duties.

I closed the store at the start of the new year in order to return to full time education.

Freelancer

Security Operative

2014 to October 2016

Working Primarily within the entertainment sector, ensuring customer safety at all times in a friendly, approachable and above all professional manner.

Other duties included festival security and site security.

ILM Administrator

Nacro Cymru - Rhyl

2010 to 2011

Reporting directly to the Cluster Manager, responsibilities included recruiting new employees via selecting potential candidates applications, attending jobs fairs and organising and attending interviews as a member of the panel. Whilst also administrating Nacro's Intermediate Labour Market scheme 'New Ground'. This required ensuring the team had correct time-sheets, taking minutes at weekly meetings, keeping participant files up to date and keeping a log of how the team is doing regarding job search and training. I also dealt with requests from colleagues and liaised with local companies and authorities.

Coastal Warden

Denbighshire County Council - Warden

2008 to 2009

Duties mainly included cleaning up sites, assisting the general public and cash handling. This position taught me to work as part of a team liaising with the local lifeguards and also gave me a great deal of confidence dealing with enquiries from the general public.

Work Placements

I have also worked for Denbighshire County Council on work placements in their archaeology and ICT departments where I received letters of recommendation.

Education

Bachelor's in Architectural Design Technology

Wrexham Glyndwr University - Wrexham

September 2019 to Present

Skills

- Microsoft Word (10+ years)

- Microsoft Excel (10+ years)
- Microsoft Outlook (10+ years)
- Adobe Photoshop (1 year)
- Business Development (3 years)
- Business Administration (4 years)
- Programming (1 year)
- Technical Support (4 years)
- Revit (3 years)
- AutoCAD (3 years)
- Lumion (1 year)
- Web design (8 years)
- WordPress (5 years)

Certifications and Licenses

Diploma in Archaeology

December 2020 to Present

Level 3 Diploma in Archaeology. Regulated by ABC Awards.

Revit Intermediate Certification

November 2021 to Present

Groups

Chartered Institute of Building

September 2020 to Present

Student member with the aim of progressing to Chartered member.

Chartered Institute of Architectural Technologists

November 2021 to Present

Chartered association of Building Engineers

August 2021 to Present

Additional Information

Skills.

Computer literate.

Confident.

Fast learner.

Independent.

Works well with others.

References are available on request