

# Louisa Mackley

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Date of Birth: 11 April 1981

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## **Archen Design (September 2009 – Present).**

**www.archendubai.ae**

### **Design Director**

My role at Archen Design is to manage the successful Interior Design division, which includes development of the company and the Interior Design division, sourcing new work, regular client meetings and overseeing all projects.

## **Highgate Interiors Design (August 2007 – September 2009).**

**www.highgate.ae**

I joined this start-up design and build company as a Senior Designer and Project Manger running various interior design and fit-out projects both on site and office-based. I have an active role in setting up the structure of the company, design processes, professionalism, introducing procedures and systems, company profiling and selection of staff.

Based on my previous experience and my time in the company I was awarded the role of Design Manger when the department rapidly increased to take on further design and fit-out projects. The design department now consists of 8 designers of different levels and is currently handing over 30 design-only or design and build projects at different stages.

A major responsibility in this company has been to directly source and meet with new clients and contacts to introduce and promote the company in order to bring in work for both the design department and the fit-out team.

### **Design Manager**

Roles and responsibilities include:

- Being involved in regular sales strategy meetings to evaluate future workload in the office and how to increase sales.
- Propose solutions to improve the operations of the design department and the company as a whole, to improve communication between the departments, and to make more efficient use of internal and external resources.
- Management of the design team to ensure procedures are being followed and all deadlines are achieved. Conduct regular design department update meetings to assess the current workload and highlight delays or problems.
- Allocate tasks to appropriate team members to ensure the design department is working efficiently by making maximum use of skills and experience.
- Continuously assessing staff performance, training and skills. Mentor junior design staff and offer support and advice whenever needed.
- Introduce new projects to the team and brief individuals on initial tasks to ensure full understanding of the expectations.
- Oversee all current projects in the design department from concept design to completion. Check all detailed design drawings and shop drawings to ensure quality design is being produced and most effective and efficient use of materials is being proposed. Ensure all drawings, finishes schedules,

specifications and other information is issued to the relevant parties.

- Supporting the QS, Operations and Project Management departments by providing design and specification information as required to ensure project costing is accurate and up to date, and all site works are can run smoothly.

### **Project Manager**

Roles and responsibilities include:

- Full project management of Fit-out works from briefing through to completion.
- Coordinating, chairing and recording all site meetings, client meetings, design team meetings.
- All correspondence and liaising with Site Managers, Designers and Suppliers. Regular contact with the client to ensure they are kept up to date with all aspects of the project.
- Preparing all contract documentation prior to works starting on site. Making necessary arrangements for mobilization.
- Programming and cost control: preparing project program for reference. Keeping records of all variations to the budget and any delays experienced throughout the project
- Drawing control: Checking all issued drawings for revisions and variations, ensuring relevant drawings are issued to the site, consultants and suppliers.
- Liaising with the procurement manager to ensure that all materials are procured as required to complete the project. Issuing sample submittals and proposing alternatives where necessary.
- Quality control: regular site visits to ensure that the site is running on program, queries are answered and the quality of work is acceptable.

### **Senior Interior Designer**

Roles and responsibilities include:

- Interior design: concept design, detailed design, material specification and FF+ E selection.
- Documentation: Specification and schedule of works based on detailed design proposals.
- Civil defense and municipality approvals: preparing drawings and documentation to obtain necessary approvals for projects on site.
- Design mentor: training new design staff in terms of office procedures, design, managing workload, advising on design aspects when required and offering support when required. Delegating appropriate work tasks to junior designers when necessary in order to meet project deadlines.
- Joint programming of design project workload and selecting the most suitable design staff for each project. Weekly programming of workload to ensure all projects are running smoothly and all deadlines are met.
- Client liaison: main point of contact throughout a design project, presenting initial proposals to the client and ensuring that the brief is answered. Keeping the client up to date with the project in terms of program, budget and quality.
- Site attendance: regularly visit site to ensure the drawings are being followed, and providing further information/answering queries as necessary.

Completed design projects personally designed and managed up to completion include:

#### **3 Storey office block, Al Quoz. Contract value AED 4,000,000**

Client: Al Shafar General Contracting

Complete space planning and layout and design of all finishes, lighting, MEP and furniture. Full project management on site. This project involved liaison between 3 different clients, each occupying a full floor.

#### **Shams serviced apartments, JBR. Contract value AED 21,000,000**

Client: Idama/Dubai Properties

Design of finishes and FF+E for 210 hotel rooms to meet client and operator requirements. Organizing

the procurement of FF+E and overseeing the installation on site. Based in a site office, this involved constant liaison with the client, suppliers and the installation team on site to ensure this was successfully project managed to completion. .

#### **New Headquarters. Contract value AED 600,000**

Client: Monshaat Properties

Design of a new office themed around the unusual company branding and logo. This involved working closely with specialist MEP consultants to ensure state-of-the-art networking, security and AV systems were installed in the new offices, which was the clients main requirement.

#### **Interior Finishes Guide. Build contract value AED 360,000,000**

Client: Confidential

Creation of a full interior finishes manual to be used as a standard across 4 residential tower blocks. This included the selection of every floor, wall and ceiling finish and layout, MEP fittings, sanitaryware, ironmongery and joinery to be used in each apartment and all corridors and lift lobbies. Presenting all selections to the large client group to obtain approval, and ensuring all items fell within the budget. Coordinating submittals and checking of all shop drawing was required for inclusion in the manual.

#### **Leasing Branches at Muhaisnah and Ras Al Khor**

Client: wasl, Government of Dubai

Full architectural design, interior design and FF+E selection for two new leasing branches. Full client liaison through the design process, involvement in pricing and selection of Main Contractor.

#### **New build Villa Design for Private client**

Client: Confidential

Full architectural design of a large family villa in Jumeirah. The scope included site planning and landscape design alongside the full exterior and interior finishes.

#### **Concept supermarket design (Dubai)**

Client: Aswaaq

Lead designer on a concept design for a new chain of supermarket in a new high-quality mall. This involved extensive research of supermarket operation and strategy to create a fresh outlook in supermarket design. Space planning, detailed layouts, shelving design and finishes were all included in the concept scope.

### **Allan Joyce Architects, Nottingham (November 1996 – August 2007).**

**[www.allanjoycearchitects.co.uk](http://www.allanjoycearchitects.co.uk)**

#### **Interior Designer (2003 – 2007)**

I was involved in setting up 'AJA Interior Design', a sister company to Allan Joyce Architects, specializing in Interior Design. This involved branding/logo design, sales and advertising. I worked primarily under AJA Interior Design running Interior Design and FF+E fit-out schemes, requiring a good working relationship with clients, outside consultants, contractors and architects. I also worked alongside different teams of architects in the practice on projects that require both Architecture and Interior Design input, reporting back to team leaders where necessary.

#### **Architectural Technician (2000 – 2003)**

Assisting on a number of architectural projects at any time, as well as running my own Interior Design and FF+E fit-out schemes from initial briefing through to completion. This taught me to work as part of a team, to use initiative when working alone, and that time management and working under pressure is essential to meet deadlines in a busy office.

During my employment at Allan Joyce Architects, my responsibilities included:

- Detailed measured surveys and building condition surveys: Survey the existing interior and exterior structure, mechanical and electrical services, finishes, etc. Draw up structural surveys and perform feasibility studies on buildings.
- Initial concept design: moodboards, sampleboards, desktop publishing of proposals, concept drawings and visuals, material and furniture research and proposals, presenting proposals to clients.
- FF+E selection: select appropriate items to suit the concept scheme and budget, procurement of FF+E, organize and manage the fit-out.
- Budget costing for proposals: provide estimated cost breakdowns and alternative options for the concept scheme including all aspects of the project up to completion.
- Preparing packages for planning consent, building regulations and listed building consent: compile and produce all information required for these applications, and ensure a positive result for each project as required. Full understanding of UK building Regulations.
- Working drawing package following acceptance of concept design: produce all detailed design drawings required to enable works to take place on site including foundation plans, setting out plans, sub-structure, super-structure, Mechanical layouts, electrical and lighting layouts and design, interior and exterior finishes, bespoke joinery items, etc.
- Preparing specifications and schedule of works: produce full material specification and schedule of works/BOQ documents to be included in the tender process and used on site.
- Client liaison: attend all client meetings throughout the duration of a project, prepare and chair pre-contract meetings, site meetings, etc.
- Site visits/quality control: visit site on a regular basis to check working progress, answer queries, check quality of workmanship, discuss variations, produce valuations.
- Final accounts: all items involved in completion of the project including snagging, final accounts, defects liability, certificates.

Completed projects managed up to completion include:

**Keith Hall Hair and Beauty, Nottingham. Contract value £400,000**

Glass front extension to an existing two-storey building, redesign of the internal layout, complete refurbishment and salon fit-out for 23 stylists to create a new flagship store.

**'The Triangle' development, Nottingham. Contract value £280,000**

New offices created by internal redesign of newly constructed building shell, new partitioning design, interior finishes, co-ordination of services and consultants, new reception desk and storage units.

**Leeds Community Centre. Contract value £4,100,000**

Competitive tender bid/initial proposal competition winner. Full Interior Design scheme and upgrade of contract finishes for Reception, Café/bar, Main Hall, Restaurant and Nursery in new build community centre. This involved the design of feature glass block walls, café bar and back bar, reception desk, feature ceiling canopies, feature acoustic wall and lighting scheme/layout for all areas. FF+E proposals were also provided for all areas. This project required working together with another firm of Architects in order to complete the scheme successfully.

**Windmill Hill, Nottingham. Contract value £300,000**

New build 5 bedroom Dwelling. Full working drawings and interior detail drawings.

**Beeston Fields Drive, Nottingham. Contract value £450,000**

Part demolition of an existing house, new extensions and total refurbishment to create a luxury contemporary 6 bedroom/5 bathroom house. This included full interior design scheme throughout, new fixtures/fittings, bespoke kitchen, lighting and loose furniture selection.

**Urban Management Areas, Nottingham. Total contract value £1,600,000**

Refurbishment of approx. 100 properties across Nottingham over a 2 year period. These had to be managed closely on site, as each property had only 6 weeks to be completed, whilst the owners remained in residence.

**Various Interior design and FF+E Fit-outs for Anchor Housing, including:**

Whittons Mill, Gainsborough. FF+E Budget £50,000.

Park View Grange, Newcastle. FF+E Budget £57,000.

Parkside Court, Stockton on tees. FF+E Budget £43,000.

**Bramwell House serviced apartments, Nottingham**

Interior Design schemes and FF+E proposals for a new development for Nottinghamshire County Council. This included 8 Lounges, 4 Dining rooms, Snug, Main Lounge and 59 Bedrooms/En-suites.

**Computer skills:**

Vectorworks (2D and 3D), Microsoft Excel, Word Powerpoint and MS Project, Adobe InDesign and Photoshop, and Artlantis rendering.

**Education:**

**Site Management Certificate**

Society of Engineers, Dubai (2008)

**PMP Project Management Certificate**

Society of Engineers, Dubai (2008)

**BA (Hons) Interior Architecture + Design**

Nottingham Trent University, UK (2002 - 2006)

**HNC: Construction Studies**

Nottingham, UK (2000 - 2002)

**RIBA certificates**

Attending CPD seminars on a weekly basis to learn of new products and materials,

**Other Certificates:**

- Accounting for Small Businesses,
- PAYE and
- Business Planning.

Nottingham, UK (1999 - 2000)