

linda mirtcheva

MSc Project Management (Construction) RICS CIOB*^{accredited}
BA (Hons) Architecture RIBA Part I

e: linda@mirtcheva.com

personal

Name	Linda Mirtcheva
Place of Birth	Berlin, Germany
Nationality	German, Bulgarian
Languages professional	English, German, French, Bulgarian
Languages basic	Russian, Italian, Spanish, Turkish

Philosophy **It's always good to talk.**

professional

09/2015 - current

BuroHappold GmbH - Berlin, Germany Consultant / Project Coordinator

Working on a large scale commercial development in Luxembourg as a member of an international Joint Venture Team, I deal with contractual and commercial reviews as well as taking on design management tasks, such as design progress capture and tracking, RFI control, client report reviews and overall team supervision. I carry out the role of document controlling for an international team of designers, engineers and specialists. Three bespoke quality management systems are kept up-to-date on a daily basis for efficient and accurate data exchange.

Determining document status as well as type according to contractual scope forms part of my overall project strategy to ensure a watertight design delivery. I also support the project leadership in terms of quality control according to ISO 9001. Operating according to internal and front end project control procedures, I liaise with cross-national satellite offices, external architectural and specialist consultants in order to coordinate and guarantee accurate project delivery on time.

09/2014 - 08/2015

Bayram Baukonstruktion GmbH - Berlin, Germany Construction Manager

Working for a subcontractor on demolitions, refurbishments and restorations as well as residential developments in central Berlin, I manage on-site activities and public client relations reviewing scope and alternatives to implementation. I instruct and supervise site teams to perform according to contractual obligation as much as to sustainable design approach. Apart from quantity and progress survey, commercial management, procurement and material supply management, I am also responsible for the planning of engineering fabrication documentation. For the roof top extensions I also calculate steel tonnage based on structural calculation and layout plans.

professional (cont'ed)

09/2013 - 11/2013

Schasler Architekten - Berlin, Germany
Project Manager

The project I am assigned to is based on a traditional contract according to newly released HOAI. My duties include the site management of the architectural implementation of a residential design in central Berlin. I work closely with the main contractor and am reviewing invoices against on site progress requiring frequent site visits. Clarifying scope discrepancies between main and sub-contractors as well as preparing alternatives to design execution are part of my tasks.

08/2011 - 03/2013

seele GmbH - London, UK
Project Manager

Working in building facade construction, my team and I are responsible for managing the design team in Germany while executing projects in the UK. Contractual reviews, valuations and cost prognosis' relating to on-site works form part of my daily activities. Being the managerial person of contact to our site team, I respond directly to main contractor and architect under the supervision of our project director. My achievables include cultural integrity and project delivery, managing team efficiency and dealing with commercial as well as architectural matters on a daily basis.

10/2010 - 07/2011

Design International - London, UK
Architect

Reviewing design contracts and fees, I also prepare cost estimations for schematic designs and bill of quantities in tender stage. Working on large scale retail projects in North Africa and Europe, I liaise with design architects and specialists. The pre-qualification for suitable main contractors at tender stage forms part of my operational duties in addition to costing and tender management.

07/2007 - 10/2010

LloydNorthover - London, UK
Architectural Assistant

Working for two major clients in the automotive industry, I am involved in the production of feasibility studies for dealerships across Europe. Site surveys, site planning, internal retail and customer journey planning form part of my work scope. In addition to architectural design work, I keep track of project type, status and action for all sites across Europe. Preparing tenders for UK projects, I was project runner for Infiniti Birmingham in 2009/10.

03/2007 - 06/2007

erect architecture - London, UK
Architectural Assistant

Working on the competition for the Olympic Park/ Greenway Project I prepare legacy plan drawings, model making and offer general assistance to the project architect.

personal development

06/2015 - 08/2015

Volunteering Red Cross, Varna (Bulgaria)

Practical training in the field of disaster management in Varna/ Bulgaria as part of the IFRC TISS Certificate Program. Introduction to Red Cross activities and Bulgarian public services' systems and operations in times of disasters. Evaluating post disaster development and recovery in the example of Asparuchovo's flooding on 19.06.2014, adaptation to the Disaster Management Plan Varna 2015, taking out research on 'resilience' of communities in times of disasters.

06/2013 - current

Research Studies (unaffiliated)

Exploring my personal goals and values during my sabbatical (03-08/2013) I started focussing on social sciences, development and disaster relief strategies from a humanitarian perspective. Independent research studies intend to expand my engagement with social issues and aim to raise awareness for development.

03/2013 - 06/2013

Sabbatical on Humanity in Development

Travels to Bulgaria and Turkey

Witnessing the gentrification process in Tarlabasi/ Istanbul as well as the Turkish Uprising of Gezi Parki, in summer 2013 I looked into critical impact factors on development principles and collateral effects on communities. This experience amongst others has led me to focus on communities that have been affected by both natural disasters and human conflict.

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academic

10/2008 - 06/2010	MSc Project Management (Construction) RICS and CIOB accredited* University of Westminster, London, UK
10/2005 - 06/2008	BA (Hons) Architecture RIBA Part I London Metropolitan University, London, UK
07/2003	Latinum Degree

certificates

05/2016 - 06/2016	Permaculture Certificate Practice-based certificate course, Brac, Croatia
09/2014 - 10/2015	Disaster Management (certificate programme) IFRC and the Tata Institute of Social Sciences, Mumbai, India
01/2014 - 02/2014	Germand Construction Contract Procedures (VOB HOAI) Cost Estimation DIN 276, ORCA AVA Software alfatraining Bildungszentrum, Berlin, Germany

professional bodies

09/2016	Chartered Institute of Building, CIOB UK CIOB member, chartership application in progress
05/2015	Berlin Chamber of Building (Baukammer Berlin), Germany Voluntary member

skills

qualities	true team player, keen perception, proactive self-starter, dedicated professional, cultural adaptation, foreign languages, intercultural communication, calm attitude under pressure
CAD skills	PMWeb, Primavera 6.0, ORCA AVA, VectorWorks, Adobe Creative Suite, MS Project, Microsoft
artistic	writing, discussing, editing, graphic design, freehand sketches, model making