

Caitlin Abbott



Contact Information:

20 Regent Street, Brookfield, Tauranga Bay of Plenty, NZ

Email: caitlin@abbott.net.nz

Cellphone: 021 297 2964

About Me:

I am seeking a rewarding summer job to help support myself, gain further financial independence, and save for 2024 university expenses. I am driven to enhance my architectural built environment knowledge and apply it to practice experiences.

I have nearly completed my third year of Architectural Studies at Victoria University of Wellington, and intend to gain a masters after 5 years of study. I am highly interested in the environment and sustainability, and am passionate about their role in design and construction. A key interest of mine is climate change and what we can do to make a difference.

My core values include:

- Respect
- Honesty
- Integrity
- Hard working
- Dependability

Things I do to live my values:

- Punctual
- Friendly
- Good Communication
- Confident

Software Experience:

Resist	Houdini
Vray	Revit
ARC GIS	Twinmotion
Sketchup	Indesign
Rhino	Illustrator
Photoshop	Climate Consultant

Academic:

I attended Otumoetai College from 2015-2020, where I achieved Level 2 and Level 3 with excellence endorsement. In my final year I secured class placements in Art History, Graphics and History, as well as the Visual Arts Award.

I am very focused on my studies and aim to achieve highly this year and years to come. I completed my first year of university with high distinction, and was placed on the dean's list for my academic grade average. This can be attributed to my ability to prioritise my education.

I have further completed the second year of my studies and am approaching the completion of my final year to my bachelors (third year).

Sporting and Volunteering

I have represented Tauranga Hockey since year 8, and was in the Otumoetai College 1st 11 hockey team since year 10.

For many years I volunteered for the Fun Sticks programme for younger developing players and volunteered as a private coach.

I am a qualified lifeguard and have coached 2 years of sandcrabs and nippers to train and educate younger surf club members. I achieved my Level 1 First Aid certificate in 2018.

Employment:

Company	Role	Overview
Beca Limited	Design Practice Architecture Intern	The internship position was to be immersed in the architectural practice, contribute to the design of client architectural projects - a four month internship
Bay of Plenty Regional Council	Transport and Urban Planning Intern	The internship position was to explore, develop and theme a design for bus 'shelter' infrastructure in varying scales - a four month internship
Boffa Miskell Limited	Work Day Experience 2018	Assisting the business services team with administration (photocopying and scanning), and data entry using MS Excel

Referees:

Name	Steve Marshall
Role	Architect
Company	Beca Limited
Relationship	Employer
Mobile	027 406 2762

Name	Crystal Victoria Olin
Role	Lecturer
Company	Victoria University of Wellington
Relationship	Lecturer/Mentor
Mobile	021 0282 7006

Name	Lorraine Cheyne
Role	Urban Planner
Company	Bay of Plenty Regional Council
Relationship	Employer
Mobile	027 261 6175

Name	Kim Whyte
Role	Teacher
Company	Otumoetai College
Relationship	College Dean
Mobile	021 304 823

24 July 2023

To whom it may concern:

It is a genuine pleasure to write this letter of recommendation for Caitlin Abbott, a notable and promising third-year Bachelor of Architecture student whom I recently had the pleasure of teaching in my Urban Design & Theory course at Victoria University of Wellington School of Architecture.

Although I have known Caitlin only a short time (since February 2023), her dedication to her studies and her passion for the field of architecture are evident. Her academic achievements, including high distinction in her first year and a place on the dean's list, attest to her consistent work ethic and commitment to excellence. I recall my first encounter with Caitlin, which was at the outset of my course when she voluntarily attended a site visit to enhance her understanding of the housing development she would be evaluating in her project work. Not only did she show the initiative to turn up for this opportunity, but she was highly engaged on site and coordinated with her peers to ensure that together they were comprehensive and thorough in their documentation and understanding of the development. She did all of this with a smile and a sense of humour.

From conversations with Caitlin, I understand that she has a genuine interest in the environment and sustainability challenges, and the importance of prioritising these in design and construction. She demonstrates role modelling in her quest to tackle climate change – and I am confident her positive energy will drive her ongoing influence in such important undertakings.

Throughout my Urban Design & Theory course in 2023, Caitlin demonstrated excellence not only in design, but also in critical thinking and analytical skills, and in visual and written communication. Her evaluation of the aforementioned development was exceptional in how comprehensively it presented, analysed, distilled, integrated, and communicated critical information to arrive at a professional summary of the development's urban design merits. For their final project in my course, Caitlin and her peers were tasked with developing masterplans for an urban site in the centre of Pōneke Wellington. Caitlin's proposal was amongst the best; it successfully responded to a complex site and contextual considerations through the integration of and innovation upon key urban design ideas. What most impressed me was the way in which Caitlin distilled such complexity to arrive at a comprehensive proposal that appeared deceptively and boldly simple.

In addition to her academic excellence, Caitlin's driven, independent, and trustworthy nature – combined with her friendly demeanour and sense of humour – make her a pleasure to work with and a great team player. She would be a valued asset within any workplace or collaboration. I wholeheartedly recommend Caitlin for any future opportunities in the field of architecture and urban design. Her exceptional academic performance, architectural knowledge and skills, passion for sustainability, and valuable personal qualities make her a standout candidate for any endeavour she pursues.

If you require any further information or have specific inquiries about Caitlin, please feel free to contact me at crystal.olin@vuw.ac.nz or 02102827006.

Ngā mihi,



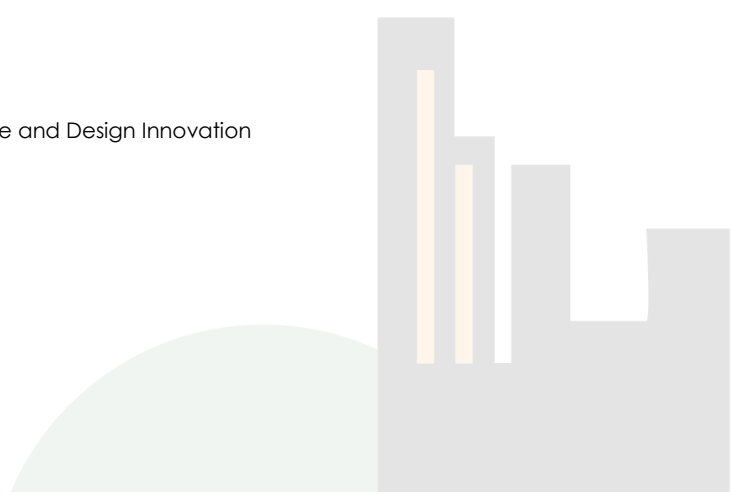
Dr Crystal Victoria Olin

PhD | MArch | MADU | BEnvd
Pūkenga | Lecturer in Architectural Design
Te Wāhanga Waihangā-Hoahoa | Wellington Faculty of Architecture and Design Innovation



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[Google Scholar](#) | [ResearchGate](#) | [LinkedIn](#)





Fabricio Chicca
Senior Lecturer; Building Science Programme Director
Victoria University of Wellington

19th of July 2023

To Whom It May Concern,

I am writing this reference letter on behalf of my student, Caitlin Abbot, who recently completed the course SARC 362 – intro to project management and professional practice under my instruction. I am delighted to have the opportunity to endorse Caitlin, as she has proven herself to be an outstanding and diligent learner during the duration of the course.

Throughout SARC 362, Caitlin exhibited a strong commitment to her studies, and her eagerness to learn and excel in this paper was evident. She took advantage of every opportunity to engage with the course material and actively participate in class discussions. As a result, she demonstrated an impressive grasp of the subject matter, acquiring numerous skills, techniques, theories, and processes that are vital for success in the construction industry.

One of Caitlin's key learnings from the course was understanding the intricacies of the construction industry and the importance of effective communication, planning, financial management, and project execution. She gained valuable insights into organizational development, and some valuable introductory knowledge about finance, costing, development feasibility, quality assurances, and client engagement, among other essential aspects of the profession. As a result of this knowledge and enthusiasm, I have no doubt that Caitlin is well-prepared to take on the challenges of professional practice experiences and excel in client and firm situations.

In addition to her academic accomplishments, Caitlin exhibited exceptional interpersonal skills and a positive attitude in her interactions with peers and faculty. She actively contributed to group discussions.

Based on her academic performance and the valuable insights she gained from SARC 362, I am confident that Caitlin Abbot possesses the qualities necessary to make a meaningful contribution to the architectural and construction industry in the future.

I recommend Caitlin Abbot for any opportunities she may pursue in the future. If you require any further information or would like to discuss her qualifications in more detail, please do not hesitate to contact me at fabricio.chicca@vuw.ac.nz.

Thank you for considering my recommendation. I have no doubt that Caitlin Abbot will continue to impress with her passion, dedication, and drive for excellence.

Sincerely,

Fabricio Chicca
Senior Lecturer; Building Science Programme Director

Your Ref:
Our Ref: A4153865



15 July 2022

To whom it may concern

Subject: Caitlin Abbott

Caitlin Abbott worked for Bay of Plenty Regional Council as Summer Intern from November 2021 through February 2022, in the Transport and Urban Planning Team.

We engaged Caitlin to specifically utilise her skills and learnings in architecture. The project that she was given for her internship was to explore, develop and theme a design for bus 'shelter' infrastructure, i.e., a design of bus shelter that placed the user in the western Bay of Plenty, and which could be scaled at single street-side bus shelter; small hub shelters/on-street super-stop shelter facilities through to a city centre interchange. We also wanted her to bring green architecture principles into a (durable) shelter infrastructure. No small task!

At the end of the summer Caitlin gave a formal presentation of her portfolio to the combined Transport & Urban Planning and PT Operations Teams, with other staff being an audience of 30+. The audience was universally and overwhelmingly impressed. A staff member, who had recently worked in a multi-disciplinary consultancy (planners, architects and engineers), commented that her work was easily equal to work his consultancy would have delivered in fulfilment of a professional engagement. Suffice to say, I totally and fully recommend the quality and accomplishment of Caitlin's work. However, anyone who is considering Caitlin for an architectural role will quickly see this competency for themselves. Therefore, I note the circumstances of Caitlin's Summer Internship at Regional Council, and Caitlin's particular attributes.

Caitlin's internship was more akin to an architecture 'commission' than a typical internship where she might have worked alongside a seasoned professional giving guidance or directing her output. Quite the opposite, no-one at Regional Council 'normally' designs bus infrastructure, nor does anyone in the team have an architectural background or training. Essentially, Caitlin worked to a 'brief' with minimal supervision for an 'unintelligent' client. As noted above, she excelled.

The summer of 2021/22 BOP RC day-to-day office situation was heavily impacted by COVID. Much of the team was hybrid-working; the availability of team members, including myself, was variously impacted by different Alert Levels in the Bay of Plenty, Waikato and Auckland, and there were changing isolation requirements, including for one "super-spreader" event that Caitlin herself attended, (that wasn't). It was an unusual and often uncertain time for those of us for whom Regional Council is, literally, our day job. Yet, and for what I understand was her first 'office job', Caitlin showed herself to be resilient, self-motivated, diligent and conscientious, easily coping with the changing situations while continuing to deliver. Caitlin proved to be flexible, and mature – beyond her working years, in that she would work independently but seek help as needed; she would agree deadlines and deliver on them; she would 'signal ahead' respecting that other team members had different priorities/focus if she was needing input for her work. Caitlin would 'check back' confirming her understanding was correct, if / when we gave her vague or ambiguous feedback or instructions. As a manager I appreciated this in an employee, avoiding as it did wasted effort, and doubtless frustration, on both sides; and surely an imperative for an architect(?)

Also, it needs to be mentioned, Caitlin is simply the loveliest person to have in an office, friendly, mild-mannered, polite, respectful, fun, engaged and engaging (I could exhaust the Thesaurus

BOPRC ID: A4153865

here). It was a pleasure to have Caitlin in our team. If the opportunity arose, would I employ her again? Yes. Do I recommend to her to any potential future employers? Absolutely.

Yours faithfully



Lorraine Cheyne
**Interim Manager, Transport and Urban Planning
Science and Strategy**

Toi Moana Bay of Plenty Regional Council

30 July 2020

To whom it may concern

Re: Caitlin Abbott

I have known Caitlin for nearly five years, in my capacity as Dean of her year level cohort. I have also had the pleasure of teaching Caitlin Level 2 History, in 2019. During this time I have come to know Caitlin as a dedicated student who is a model of perfect behaviour.

Caitlin has a diligence that sets her apart from other students. Her natural ability to learn has been enhanced significantly by a work ethic that is unsurpassed. Academically, Caitlin has achieved the highest results, and she is also an accomplished sports woman. She has participated willingly in all areas of school life at Otumoetai College and, as such, has improved herself at every opportunity.

Caitlin is an independent young woman who easily follows rules and guidelines. She consistently does the right thing, thus showing a higher level of maturity and intelligence. Her social skills are also impressive; she communicates well with peers and staff, and her sense of humour is positive and engaging. She has a strong set of values and sense of self, which has put her in good stead for holistic success.

Caitlin is a delightful young woman. Intelligent, articulate and empathetic, she is popular and capable. I recommend her without hesitation as a person of integrity.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kim Whyte', with a long horizontal stroke extending to the right.

Kim Whyte
Year 13 Dean
Otumoetai College