

# ELLIE WILKES

## Part II Architectural Assistant

MA, MArch, The University of Edinburgh

✉ ellie.wilkes@gmail.com ☎ +44 7502088939

🌐 [linkedin.com/in/ellie-wilkes-a53896164](https://www.linkedin.com/in/ellie-wilkes-a53896164)

### SKILLS

2017.06 - 2019.08

- ADVANCED** MicroStation, SketchUp, Enscape, Adobe Creative Suite, Rhino 3D, Microsoft Office
- INTERMEDIATE** V-Ray, AutoCAD, Faro LiDAR
- BEGINNER** Revit, Lumion

### EDUCATION

#### MARCH in ARCHITECTURE: DISTINCTION

ESALA, The University of Edinburgh

#### MA (HONS) in ARCHITECTURE: FIRST CLASS WITH HONOURS

ESALA, The University of Edinburgh

#### A LEVELS: A\* , A , C

Oundle School, UK

### EMPLOYMENT

2024.01 - 2024.06

#### FREELANCE ARCHITECTURAL ASSISTANT

Malin + Lynn, London  
Alder Glen Property Investment, Edinburgh

Contact: Peter Lynn +44 7980 504 546, peter@malinandlynn.com

#### SELECTED ACADEMIC HONOURS + ROLES

2025.05

- Independently produced CAD drawings and tender drawing packages, translating residential design concepts into technical documents for construction.
- Collaborated remotely in teams to deliver projects with architects, interior designers and directors while adhering to client deadlines.
- Provided architectural support for designers, proving efficiency and accountability through self-managed schedules and invoicing.
- Researched zoning laws, building codes, and construction best practices to inform design decisions.
- Provided administrative support, including cost estimates, project scheduling, and procurement assistance.
- Prepared planning applications, building regulations documents, and technical reports in compliance with local regulations.

2025.05

2024.11

2024.05 - PRESENT

2022.01 - 2022.09

#### PART I ARCHITECTURAL ASSISTANT

Jo Cowen Architects, Chelsea, London

Contact: Veronika Gilwa +44 2080 783 221, veronika.g@jocowenarchitects.com

#### EXTRACURRICULAR

2024.05 - PRESENT

- Participated in multiple phases of the design and construction process over 8 projects, working closely with clients and contractors in teams of up to 6 architects.
- Designed and iterated details and accompanying drawings for residential refurbishments throughout Kensington, Chelsea and Fulham.
- Developed proficiency in Bentley MicroStation V8i under direct supervision of architects.
- Assisted in weekly Youth Workshops providing architectural education and activities for students aged 16-18.
- Developed planning applications, Design and Access Statements and competition presentations over a variety of residential and commercial projects.
- Created visual diagrams, sections and iterations of housing typologies for clients and competition presentations.

2022.02 - 2022.08

2021.02 - 2021.10

#### BEEHIVE DESIGNER

Bespoke Bees Ltd, Ilkley, West Yorkshire

Contact: Harry Brow +44 7568 489 492, bespokebees@gmail.com

- Painted bespoke designs on vintage bee hives to rent to bee-keepers and enthusiasts across West Yorkshire.
- Moderated a contest for a beehive design at a Primary School, painting winning design onto a custom hive for the school and local community.

### ARCHITECTURE INTERN

Halliday Clark Architects, Ilkley, West Yorkshire  
Enjoy Design Ltd., Leeds, West Yorkshire  
DLA Architecture, Leeds, West Yorkshire

Contact: Oliver Morley +44 1943 604 123 , oliver.morley@hallidayclark.co.uk

Contact: Gregg Mitchell +44 1132 423 622

Contact: Shona Bell +44 1138 873 100 , shona.bell@dla-architecture.co.uk

- Individually designed and presented a residential housing project using SketchUp and AutoCAD.
- Worked in an architectural office environment shadowing professionals.
- Successfully organised a 20 minute presentation of a conceptual project to the practice.
- Assisted with designing two single and multi-family, health, residential, and commercial projects.
- Created a digital project portfolio.
- Described as having a “very professional approach”.
- Said to “complete tasks with enthusiasm” and described as a “punctual and committed, bright, polite and enthusiastic student”.

### NORMAN FOSTER TRAVELLING SCHOLARSHIP - UNIVERSITY NOMINEE

Selected to represent the university in a global competition for architectural research travel

### DEGREE SHOW MEDIA REPRESENTATIVE

Nominated to represent the MArch programme in the university’s public media promotion of the ECA degree show

### CEDRIC PRICE SYMPOSIUM - INVITED SPEAKER AND PRESENTER

One of only two MArch students invited to speak and present work alongside external academics, researchers, and tutors.

### PROGRAMME CATALOGUE - EDITOR NOMINEE

Nominated by tutors to curate and edit the official programme catalogue for the MArch cohort

### PROPERTY DEVELOPMENT

Alder Glen Property Investment

- Conducted in-depth market analysis, evaluating crime rates, local investment, amenities, employment trends, and housing market activity to identify a high growth opportunity.
- Researched mortgage financing strategies (conventional, bridging, private finance) to maximise investment returns.
- Led architectural design, planning and warrants, utilising LiDAR scanning, CAD and 3D renders to propose restoration and conversion from a 2 to 3 bed layout.
- Managed a £25,000 renovation budget to ensure cost efficiency while adhering to project deadlines.

### YOUTH WORKSHOPS

Jo Cowen Architects, Chelsea, London

- Participated in weekly workshops education 16-18 year olds the themes of architectural practice
- Helped to organise and implement an exhibition of work at the end of the term, attended by architects and external guests
- Designed and distributed flyers, posters and brochures advertising workshops and bringing awareness to the firm

### ART TUTOR

MyTutor, Edinburgh

- Organised lesson plans and taught oil painting to a range of students in Edinburgh.

### PERSONAL SUMMARY

Capable and efficient Part II Architectural Assistant with distinction and first class honours from the University of Edinburgh, currently working as a freelance architectural assistant alongside property development projects.

Having completed freelance work and an integrated placement at Jo Cowen Architects working mainly in London’s residential sector followed by a 2 year thesis on data centre infrastructure, I have cultivated an affinity with both large-scale commercial and heritage-driven residential projects, with specific interests in cutting-edge environmental design and restorative heritage architecture. My final MArch degree project focusing on the economic revival of Derry/Londonderry’s historically rich urban centre through integrated data storage emulates these values, as well as signalling my enthusiasm and adaptability regarding project scope and scale.

I believe that my skills in MicroStation, SketchUp, Enscape and Adobe Creative Suite could prove to be an asset in similar projects going forward, and that my practical experience within residential and commercial sectors will allow me to approach future roles with confidence, insight and efficiency.