

Caitlin Abbott



Contact Information:

20 Regent Street, Brookfield, Tauranaga,
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 2023 university expenses.

I have nearly completed my second 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:

Vray	Microsoft Excel
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 am currently in my second year of university, studying a Bachelor of Architecture at Victoria University, and am thoroughly enjoying the course. 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.

Sporting and Volunteering

I have represented Tauranga Hockey since year 8, and was in 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
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
The Cider Factorie	Sales / Waitressing / Bar Tending 2019-2020	Serving customers, taking food and drink orders, bar tending, cleaning and handing money and eftpos
Oy Premium Oysters	Sales / Food Preparation 2018-2019	Serving customers, food preparation and handing money and eftpos
Boffa Miskell Limited	Work Day Experience 2018	Assisting the business services team with administration (photocopying and scanning), data entry using MS excel, and kitchen duties

Referees:

Name	Lorraine Cheyne	Name	Kim Whyte
Role	Urban Planner	Role	Teacher
Company	Bay of Plenty Regional Council	Company	Otumoetai College
Relationship	Employer	Relationship	College Dean
Mobile	027 261 6175	Mobile	021 304 823

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

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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

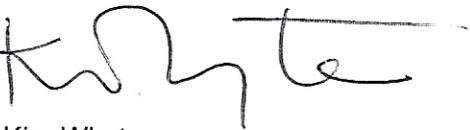
I have known Caitlin for nearly five years, in my capacity as Dean of her year level cohort. I have also had the pleasure of teaching Caitlin Level 2 History, in 2019. During this time I have come to know Caitlin as a dedicated student who is a model of perfect behaviour.

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