



## **Curriculum Vitae**

### **Personal Details**

Name : Mr Mark Caine

DOB: 30 July 1958

### **Profession**

Senior Architectural Technician – Managing Director (2008 - Present)  
Senior Architectural Technician – Drawing Office Manager (1999 – 2010)  
Senior Architectural Technician – Project Leader (2000 – 2001)  
Senior Technical Draughtsman - (1992 - 1999)  
Senior Architectural Assistant – Project Leader (1981 - 1992)  
Architectural Technician (1977 - 1981)

### **Employment History**

#### **April 2008 - Present**

Architectural Building Concept Design Ltd., Southampton, Hampshire.

#### **Senior Architectural Technician – Managing Director**

Having set up Architectural Building Concept Designs Ltd. as an independent design consultancy in April 2008 workload has steadily increased, and demand for a cost-effective multi-disciplined approach to projects has allowed this company to grow further. Architectural Building Concept Designs Ltd. offers a complete design service from design, planning and feasibility studies through to construction, detailing and on-site technical support. During the past two years I have been developing the company whilst maintaining full time employment, but it is now my sole intention to stand alone and expand our client base to create a solidly competitive Architectural Services Consultancy within the residential, commercial and domestic sectors.

#### **August 1999 – July 2000 / February 2001 – April 2010**

Architecture DPND Ltd., Romsey, Hampshire.

#### **Drawing Office Manager - Team Leader**

A senior position with an established Architectural Practice involving the co-ordination and management of staff and construction projects of all sizes and genres.

- Initial conceptual design / sketch schemes and pre-planning application consultations.
- Detailed planning applications with supporting documentation.
- Contact with Planning Authorities to ensure future development complies with the requirements of local, strategic and national planning policy.
- Close communication with Local Planning Authorities to ensure expedient resolution of planning applications and applied planning conditions.
- Production of detailed working drawing packages and technical construction specifications, ensuring compliance with the Building Regulations and client specific requirements.
- Communication with and resolution of conditions set out by the NHBC and / or Local Authority Building Control.
- Appointment of consultant services necessary to the construction process and subsequent correspondence with engineering, principle and sub-contractor services.
- Follow-through project co-ordination necessary to ensure programmes are adhered to and commercial targets are successfully met.
- Dual discipline contribution to projects drawing on engineering experience.

My extended responsibilities included the day-to-day management of the design office including :-

- Co-ordination of project teams and hands-on involvement at a senior level to ensure projects run smoothly from inception to conclusion.
- Management of the office computer system and network including on-site back-up of data and update of all software (both design and administrative).
- Overseeing staff allocation to deal with project workload, staff holiday / sick leave / wellbeing.

#### **July 2000 – February 2001**

HPW Architects, Southampton, Hampshire.

##### Senior Architectural Technician - Team Leader

In this position I was brought in to oversee and co-ordinate the construction of a large garden centre project (Alexandra Palace Garden Centre, London) on a consultancy basis, after which I returned to my position with Architecture DPND Ltd. This role demanded the expansion my knowledge of Computer Aided Design by having to adapt to Vector Works software.

#### **August 1998 – August 1999**

Graham Wood Structural Ltd., North Baddesley, Hampshire.

##### Senior Technical Draughtsman

Serving in a pivotal role in this company specialising in large steel framed office buildings. Responsible for preparing structural steelwork general arrangement, working and fabrication drawings and specifications for challenging projects in Central London. Once again I was introduced to additional tailor-made Computer Aided Design packages including CCS X-Steel CAD (3-D) as well as producing drawings employing traditional (drawing board) methods.

#### **July 1996 – August 1998**

Conder (Southern) Ltd., Winchester, Hampshire.

##### Senior Technical Draughtsman

Further development of multi-discipline design skills with this large specialist structural steelwork contractor. Working as a Senior Technical Draughtsman on large-scale factory, warehouse and office building projects all over the United Kingdom. In addition to the usual task of preparing fabrication and construction drawings I was responsible for the production of material quantities, specifications and orders for structural steel framed buildings to ensure optimum project efficiency was achieved.

#### **May 1992 – July 1996**

John Reid and Sons Ltd., Christchurch, Dorset.

##### Senior Technical Draughtsman

Working closely with a team of Chartered Structural Engineers on industrial, warehouse and office developments, I was responsible for the production of working / construction drawings and specifications at the centre of the design process. This position marked my introduction to the Structural Engineering discipline, giving me a thorough understanding of the methods of structural steelwork design and construction on a broad spectrum of projects.

#### **November 1981 – May 1992**

McCarthy and Stone Plc., Bournemouth, Dorset.

##### Senior Architectural Assistant – Project Leader

One of my most significant roles, a thorough and complete introduction to the function and management of the drawing office and core design principles. Responsible for planning and detailed working drawing production, application submissions and site running on a variety of sheltered housing schemes across the South of England. Being a founding member of the Computer Aided Design Department, I was amongst the first generation of CAD operators using computer assisted design processes to create an efficient and fluid development model for new buildings. Providing a solid base for professional development this company allowed me to progress to a senior level within a relatively short time-frame, whilst fully supporting my interest in the technical field of architecture.

**April 1980 – November 1981**

Conder (Southern) Ltd., Winchester, Hampshire.

Architectural Technician

Working in the Technical Section of Kingsworthy Sales Department I was responsible for sketch schemes and detailed construction drawings of new buildings. This involved introduction to complex building designs employing the 'Kingsworthy System' of steel framed and pre-cast concrete floor and wall panels.

**April 1980 – November 1981**

Test Valley Borough Council, Andover, Hampshire.

Trainee Architectural Technician

Working in the Technical Services Department I assisted in the preparation of working drawings on large scale public buildings and Local Authority Housing schemes, and was responsible for the design and detailing of small buildings as well as site supervision.

**Education and Qualifications**

**September 1974 – June 1987**

Salisbury Technical College, Salisbury, Wiltshire.

BTEC HNC Building Studies - Pass with Merit and Distinction.

BTEC OND Building Studies - Pass with Merit and Distinction.

Additional Vocational Courses :-

Team Leadership CM2  
Communications CM1  
Negotiating Skills CM4  
City and Guilds AutoCAD 3D Modelling

'A' Level Passes :-

Building Construction

'O' Level Passes :-

English Language  
Mathematics  
Science (Building & Engineering)

Physics

Elementary Surveying

**September 1969 – June 1974**

Harrow Way Secondary Modern School, Andover, Hampshire.

'O' Level Passes :-

Technical Drawing  
Woodwork  
Metal Work  
Art

**Personal Interests**

Sailing, swimming, cross-country running, music and DIY.

## **Personal and Professional References**

Available on request.

## **Notable Project Involvement**

### **Residential**

- 28 Apartments for Sheltered Housing Scheme in Dublin, Ireland.  
Client: McCarthy and Stone.
- 93 Apartments for Sheltered Housing Scheme and Retail Units, Folkestone.  
Client: McCarthy and Stone.
- 23 No 2 Bed Apartments and 18 No 3 & 4 Bed Town Houses at Chilbolton Court, Winchester.  
Client: Banner Homes Group.
- Grade 2 Listed Building Refurbishment at the Old Forge, High Street, Twyford.  
Client: Mr. T. Smith.
- 8 Shared ownership Apartments at Bernard Street, Southampton  
Client: Clydesdale Property.
- 45 Bed Nursing Home at Waterside, Leigh Sinton.  
Client: Minster Care Group.
- 34 Apartments and 14 Houses at Portchester road, Fareham.  
Client: Kings Oak, Southampton.
- Luxury Private House and Basement rooms and Swimming Pool, at Pine Lodge, Chilworth.  
Client: Mr. S. Ruber
- 23 Luxury Apartments with undercroft parking at Lower Canal Walk, Southampton.  
Client: Roxan Construction.

### **Commercial**

- New Head Office Conversion and New Buildings, at Grove Hill road, Harrow.  
Client: Minster Care Group.
- 3 New Office units, at Primrose Hill, Kings Langley.  
Client: CMS UK Ltd.
- 3 New Office units, at Parklands, Spiney, Denmead.  
Client: Byng Developments.

### **Industrial**

- 5 Hi-Tech and 6 Light Industrial units, at Primrose Hill, Kings Langley.  
Client: CMS UK Ltd.
- 6 Light Industrial and New Office's over units, at Parklands, Spiney, Denmead.  
Client: Byng Developments.

### **Miscellaneous**

- New Tack/ Rest room/Groom Accommodation + Refurbishment of Stable Block at Pear Tree Lane, Emery Down, Hampshire.  
Client: Mr. D. Green