

# Kaissa Klara Tait

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## Architect

I am a **fully qualified Architect** with over 10 years experience in practice working on a range of projects at all stages and recently qualified as a **Retrofit Coordinator** qualifying me to manage domestic retrofit projects. I have a passion for creating greener and more sustainable communities.

### KEY INFORMATION

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**ARB Number** 082460G

**Nationality** UK

**Clean Driving Licence**

### EDUCATION

- **Level 5 Diploma in Retrofit Coordination and Risk Management**

Retrofit Academy - Oct '23 to Jan '24

- **Part III Professional Studies**

AA, London - Jan'13-May'14

- **Part II Masters in Architecture**

Uni of Dundee - Sept '08 to May'09

- **Part I Bachelor of Architecture**

Uni of Dundee - Sept '03 to May 08

### PUBLICATIONS

- **A Welcoming Space**

AJ Writing Entry 2014

- **Designing for Living Communities**

Matzine Issue 11 'Resilience' 2012

- **Global Challenges Survey (et al.)**

Global 2015. 2010

- **Task Force on Cities & Their Regions**

(et al.) Geddes Inst. of Urban Research 2009

- **Reconstructing the Berlin Wall**

UofD (Masters Thesis) 2009

### WORK EXPERIENCE

#### **MortonScarr Architects (formally CDMS), Brighton.**

##### **Apr'16-Present**

- Prepared the technical design, including NBS Specification, for the conversion of two office buildings on the outskirts of town into five mews houses and eight apartments. Resolved Building Control fire compartment issues, responded to Contractor queries and reviewed subcontractor proposals.
- Redesigned a site with planning permission for a new-build four storey residential development to a more contemporary style, resubmitting it for planning and developing the technical information including preparing Building Control information and resolving Contractor queries.
- Designed various multi-storey residential and mixed-use projects on urban sites throughout London with developer Clients, from planning right through to technical design.
- Designed a bespoke country home inspired by the Arts & Crafts using the 10%-40% rule within a Conservation Area, which required multiple consultations with the Planning Department, and submitted the planning application.

#### **FCP Architects, Brighton. Apr'16-Nov'19 (sub-contracted)**

- Prepared design proposals for a multi-million redesign of a large office space to showcase state of the art facilities for a large corporate Client in the Middle East. Managed the Architect team to complete the technical design, and prepared the written specification. Liaised with the on-site Architect and Contractor for successful completion of the project.

## **IT SKILLS**

- Revit (have had training)
- AutoCad
- NBS Specification
- Adobe Photoshop
- Adobe InDesign
- SketchUp

**References available  
on request.**

- Prepared and presented design proposals for a multi-million office refurbishment to make it more collaborative for a large corporate Client in London. Prepared the technical design, including the written specification, and supported the Director during client and site meetings .
- Prepared 'live' office reconfiguration designs through a series of online workshops with large corporate Clients in the USA, South America, Africa and Russia. Developed some of these designs further to provide detailed design proposals for in-country delivery.

### **RIBA Student Mentor, Uni of Brighton. Dec'17-Dec'18.**

- Introduced students to life in practice, the different project stages, how projects are managed, and assisting them with their CVs and Portfolios.

### **T.R. Hamzah & Yeang, Kuala Lumpur. Dec'14-Jan'16**

- Worked as part of a design team on a forty storey 'eco' office tower incorporating natural ventilation, passive sun shades and high-level Sky Courts to LEED Gold, preparing design and technical information.
- Acted as aide to Project Architect in all aspects including managing the design and project team, coordinating the project, preparing and presenting design proposals and reports to a large corporate Client, and stepping-in when they were unavailable.

### **Green Tea Architects, London. Jan'11-Dec'14**

- Worked on the design team for a 500-student primary school in inner-city London using 'cross laminated timber' to achieve BREEAM Excellent and complying with strict school design guidance. Prepared and submitted the planning application and tender information. Novated under D&B so supported the Contractor with construction information, queries and checking sub-contractors proposals.
- Designed a mixed use building within an artist community on a narrow tight urban London site between a park and housing with challenging planning restrictions.
- Prepared tender and construction information for the refurbishment of an elderly retirement home including adding a new extension and a garden room.