



BARRETT CATON
BPROP (BACHELOR OF
PROPERTY)

Graduate Building Surveyor
Commerical Service & Reports

This is Barrett's first role post graduating, and she brings up to date theory combined with solid work experience and enthusiasm to the team. She is an action oriented, driven individual who gained valuable industry insight through work experience during her studies with a portfolio of companies including Downers, and in a variety of roles including Vacancy Surveying, Property Management, and Building Surveying.

Barrett prides herself in working hard and has received recognition in the form of a scholarship to Otago University in 2017, as well as completing in the top 10% of graduating students under the University of Auckland Business School, and being endorsed as a top student for the University's Advanced Property Management paper. Through her experience, involvement as student representative and her education, Barrett has shaped her skillset to include proficient communication to ensure sound flow of information, taking initiative to find solutions and get things done, and effective time management to meet deadlines.

Barrett graduated with a Bachelor of Property from the University of Auckland in 2020.

SIGNIFICANT ASSIGNMENTS

Assistant Engineer to Contract: Allow flow of information by issuing contract information, establishing site and client meetings, and reporting updates to clients.

Assistant Client Representative: Collaboration with senior staff to acquire information and quotes, review fee/quote proposals on behalf of the client and formalizing reports in response, reviewing payment claims and issuing progress payment schedules.

Documentation: Review and acquire relevant information to lodge CCC applications with council, including council documents, property files, LIM reports, and certificates of title.

Inspection: Assist with inspecting sites for defects and progress checks, including timber framing removal. Issue formal reports to clients based on findings with updates, images and annotated plans, and solutions if applicable.