

INTERIOR DESIGN · PROJECT MANAGEMENT

CONTACT

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PORTFOLIO

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EDUCATION

Milwaukee Institute
of Art & Design
Milwaukee, WI
Bachelor of Fine Arts
Interior Architecture & Design
2007

SOFTWARE

Adobe CS4
Illustrator
InDesign
PhotoShop
DreamWeaver

AutoCAD
2000-2011

Microsoft Office
Word
Excel
Access

EXPERIENCE

Luxottica Retail (Chicago, IL)

03/2010 - Present

Optician/Retail Sales Associate

- Assisted patients/customers with all nature of concerns and needs.
- Responsible for all office supply needs orders.
- Consistently exceeded 100% to personal sales goal every month for 1 year.
- Facilitated and maintained both client and vendor relationships.

Seed Design Solutions, Inc (New York, NY)

11/2008 - 09/2009

Interior Designer

& 07/2007 - 03/2008

- Oversaw large portions of the design and construction of night clubs, residential lofts, restaurants, showrooms, and more.
- Took field measurements to translate spaces into layouts and elevations in AutoCAD.
- Sourced lighting, furniture, wall decor and a range of products for all jobs.
- Worked directly with clients to determine spatial constraints and needs.
- Compiled inspiration and product images to create design boards for presentations.
- Created and adjusted budget proposals as spread-sheets in Excel to ensure that projects did not exceed budget expectations.
- Drafted, submitted and followed all customer, vendor and client quotes, invoices and purchase orders.
- Applied an array of skills both in-office and on-site to complete the build-out of a 4800 square foot, \$1 million night club within its six week deadline.
- Traveled to Beijing for a period of 1 month to complete the design and build-out of a 2200 square foot retail showroom.

Studio Mix Ltd. (New York, NY)

11/2008-09/2009

Store Manager/Interior Designer

- Communicated with vendor representatives to create and submit purchase orders.
- Tracked all orders to ensure expeditious delivery of products.
- Assisted clients in all aspects of patronage from general purchasing to in-home design opinions and options as well as custom built furnishings.
- Followed vendor product line changes to facilitate meetings with vendors in order to familiarize Retail Director and Owners with new products.
- Attended furnishing industry trade shows and gift shows to further expand store product line.

Charles Pavarini III Design Associates (New York, NY)

04/2008 - 10/2008

AutoCAD Operator/Design Assistant

- Revised and updated all AutoCAD drawings for review, bid, and construction phases of design projects.
- Drafted detailed plans and elevations of interior settings.
- Created detailed AutoCAD blocks for use in final drawings with an emphasis on mouldings.
- Effectively completed an average of 17 detailed elevation AutoCAD drawings per week.
- Coordinated paint and moulding schedules for 9 apartments.