

OBJECTIVE SUMMARY: It is my desire to be part of a team where extraordinary things are accomplished through design and project delivery, creativity and innovations, contributing to the environment of care in a built environment which enhances the human culture and quality of life that stands the test of time throughout generations.

I want to work where long-term relationships with clients and fellow co-workers are established and maintained as we achieve solid business results and personal growth, productivity and accountability are the norm.

CORE COMPETENCIES:

- Apply project cost management techniques through cost estimation, determining budget and cost control
- Promote innovation and change
- Manage communications in a creative environment
- Generate design concepts and develop design ideas for effective design solutions
- Apply knowledge of history and theory of design and culture to develop a design brief
- Demonstrate a knowledge of soft furnishings, loose furniture and materials. Extensive knowledge of interior finish materials, furniture systems and applications.
- Develop and implement designs to effectively support and produce an exhibition / interior design project
- Plan and research events and exhibition / interior design projects
- Maintain an awareness of trends and developments in design, materials, techniques and technology
- Apply professional practices in design projects
- Implement Design Thinking to solve complex problems, and find desirable solutions for clients drawing upon logic, imagination, intuition, and systemic reasoning, to explore possibilities of what could be, and to create desired outcomes that benefit the end user (the customer).
- Manage project knowledge and communication. Investigate and procure data and materials through research required in developing the Interior Design concepts.
- Support the goals and objectives established by our clients and project team leaders
- Develop form-giving design options for portions of the work as assigned.
- Source and apply production knowledge for the design industry through the development of conceptual sketches, schematic diagrams.
- Produce complete, clear and accurate drawing packages at each milestone delivery.
- Knowledge of code/agency requirements and MEP systems.
- Comprehensive knowledge of architectural concepts and systems.
- Expertise in 2D and 3D drafting software. Produce renderings, and generate fly-throughs.

ACCOUNTABILITIES:

- Develop an awareness of trends and developments in design, materials, techniques and technology
- Communicate effectively in a creative environment Implement design thinking
- Apply professional practices in design projects
- Generate design concepts and develop design ideas for effective design solutions
- Work effectively with clients and other design professionals
- Prepare and render design drawings using a range of techniques and media
- Record measurements, information for design reference, work constructed, and produce design calculations
- Develop 2D and 3D visuals using computer software Visualize 2D graphics and 3D objects and translate into digital and/or paper media
- Establish presentations, existing inventories, programming, and documentation for the Interior Concepts.
- Assist in analyzing various codes and regulations applicable to the interior architectural problem.
- Assist in creating finish material sample boards.
- Participate in meetings and presentations with clients, consultants, and suppliers and in in-house design reviews.
- Work with Contract Administrator to assist in drawing interpretations and provide insight to team.
- Communicate the design intent to the production team members.
- Review of shop drawings / RFIs pertaining to design issues.
- Assist in producing marketing presentations and design award submittals.
- Perform other duties of Technical Coordinator or Planning Coordinator as required.

LEADERSHIP SKILLS:

- Oversee realization of final design to meet client's needs
- Participate in, facilitate and promote effective working of individuals and teams
- Solve problems & make decisions at operational level
- Coordinate and develop the interior planning with the exterior massing.
- Recognize responsibilities to the firm and apply effective work habits and attitudes to meet work requirements.
- Accomplishes tasks by showing concern for all aspects of the job and manages workload or completes tasks in a timely manner.
- Direct the scope and integration of multiple projects / programs
- Possess effective communication skills by means of clear writing, communicating, or presenting.
- Client service attitude for external and internal clients, suppliers, etc.
- Take initiative to identify a problem, obstacle, or opportunity and takes action to address current or future problems or opportunities.
- Team player in accordance with rules established by employer and client.
- Recognize and embrace technological advances within their specific role. Consistently looking for ways to increase technological knowledge base in order to deliver excellence.
- Active in professional development including attendance at both industry-sponsored and in-house educational events.
- Assist in coordinating the design efforts of all disciplines.

PROFESSIONAL BACKGROUND:

Director of Interiors – April 2014 – Current
FSM Design & Associates
105 N Spring St, Suite 103, Greenville, SC 29601

Interior Designer - August 2009 – April 2014
DesignStrategies, LLC
130 South Main Street, Greenville, SC 29601

Pottery Coordinator – 2010-2012
Pottery Volunteer Staff - 2000-2009
WinShape Camps
Mt. Berry, GA

Special Events Coordinator – 2011- May 2012
Pottery Barn October
Heywood Mall, Greenville, SC

Interior Designer - 2007-2008
Interiors by Dalton
324 E Saint John St., Spartanburg, SC 29302

EDUCATION:

Converse College

B.F.A., Interior Design program - Magna cum laude, 3.82
GPA/4.0; President's and Dean's list each semester -
Accreditation by the Council of Interior Design Accreditation
(CIDA).

Kennesaw State University

Business / Accounting

TECHNICAL SKILLS PROFICIENCY:

- AutoCAD (2007-2013)
- Revit (2012-2013)
- Google SketchUp
- Adobe Photoshop CS3
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Publisher

STRENGTHS:

Strategic - create alternative ways to proceed.
Faced with any given scenario, can quickly spot the relevant patterns and issues.

Learner - have a great desire to learn and want to continuously improve. In particular, the process of learning, rather than the outcome, excites.

Input - have a craving to know more. Often like to collect and archive all kinds of information.

Positivity - have an enthusiasm that is contagious. Extremely upbeat and can get others excited about what they are going to do.

Futuristic - inspired by the future and what could be. Capable of inspiring others with visions of the future.