

Jessica Claire

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SUMMARY

Designer with more than 15 years in product design, manufacturing, exhibit design and visual merchandising, with comprehensive management and logistics experience who thrives in dynamically changing environments.

HIGHLIGHTS

- Design processing expertise
- Proficient in AutoCAD
- Adobe Photoshop
- Concept development
- Product specifications
- Color and material application
- Strong leader
- Proficient with furniture systems
- Vendor sourcing
- Knowledgeable of quality control standards
- Procurement specialist
- Dedication to product quality
- Compliance with GMPs

ACCOMPLISHMENTS

Planned, directed, coordinated and assigned manpower to efficiently meet production requirements.

EXPERIENCE

DESIGNER 02/2014 to 10/2015

Altair | Wittmann, AZ

- Design and built custom furniture from client's initial conceptual idea.
- Create CAD drawings for approval
- Create estimate of pricing
- Provide finish samples and fabrics cuttings for approval, Creates, reviews, and modifies all specification documentation including approval drawings, supplier drawings, and all specifications.
- Responsible for correct building and finishing of product designed
- Completed key projects on time, on budget and with a high level of accuracy.
- Reviewed production orders, schedules, delivery dates and inventory levels to determine product availability.
- Established and adjusted work procedures to meet production schedules.
- Supervised production schedules, production quality and on time delivery.

SENIOR PRODUCTION MANAGER 01/2006 to 02/2014

Brightview Landscapes, Llc | Canyon Lake, CA

- Management of Production team
- Responsible for price quotations of all custom quotes in the Formations product line.
- Also responsible for accurate generation of Order Acknowledgment and related approval drawings when necessary, and review and launch of "Standard" product line.
- Worked closely with R&D department, assisting as necessary in the development of new products.
- Created, reviewed, and modified all specification documentation including approval drawings, supplier drawings, and all specifications in the MAS 200 system, and E2 ShopTec System.
- Reviewed and maintained pricing for all Formations product line, meeting directly with owners to evaluate value-engineering concepts and options.
- Developed, evaluated, and maintained the quality of our vendors and products.
- Prepared analysis of new designs for overall feasibility and possible incorporation into the standard line of products.
- Responsible to oversee and supervise the team in production of all products verifying proper assembly techniques, finishes, upholstery, and development of necessary implementation.
- Communicated and instructed sales to assure a smooth flow of information throughout the production process.
- Maintained average turn-around on all custom quotes and estimates.
- Assisted in the daily questions and issues related to "Custom" work and/or engineering of orders to the respective department supervisors, when necessary.
- Authorized the fulfillment of requests for repairs, orders returns/cancellation and discounts.
- Interacted with all managers to solve/discuss issues, concerns, updates, projects, and deadlines for all demands.

PROJECT MANAGER 05/2004 to 10/2005

Logicmonitor | Boston, MA

- Space and furniture planning
- Design capabilities along with strong organizational and communication skills, creation of FF&E, color & materials.
- Coordination of drawings and information with other disciplines while providing design support for completion and execution of design projects (space planning, details, specifications, material palettes).
- Served as the single point of contact for project scheduling and changes.
- Monitored team progress and enforced deadlines.
- Drafted action plans and led meetings with department executives to review project status and proposed changes.
- Defined project deliverables and monitored status of tasks.
- Responsible for small maintenance projects as the Viceroy Hotel in Santa Monica.

EDUCATION

Associate of Arts | Interior and Furniture Design
Santa Monica College, Santa Monica, CA
Certified Interior Designer

Bachelor of Laws (LLB) | Contract
Universidade Candido Mendes, Rio de Janeiro, CA

LANGUAGES

Fluent in Portuguese and English Intermediate Spanish

SKILLS

AutoCad drafting
3D Rendering
Material Board
Communication skills
conceptual design
material organizational