

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

Professional Summary

Collaborative Designer with more than 20 years of combined interior design & project management in the Commercial Interior Design & Construction industry. Offers an in-depth understanding of project process from conception to close out. Works well with people at all levels including design & engineering teams, stakeholders, outside consultants and contractors. Self motivated, innovative and goal-oriented professional committed to delivering a successful project.

Skills

- Personable
- Flexible
- Efficient
- Dedicated team player
- Multi tasker
- Project planning and development
- Procedure development
- Strategic planning
- Revit, AutoCad, In-Design
- LEED AP

Work History

Interior Designer/Project Manager, Current to Current

American Express – Utah, IN

Aside from being a design lead on various projects, I've been an on-site field representative for large construction projects for Random House Headquarters, NYC (600,000sf), Dechert LLP, Philadelphia (235,000) and WPVI-Chessical 6, Philadelphia (110,000sf). I have also been the Project Manager for projects as simple as Furniture selection for new student residence at University of Delaware to more complex interior fit-outs for Omnicom and Magna Carta. As a designer I've brought projects from conception to move-in for such clients as Brown Brothers Harriman, Twitter, Google, BMW, Fiat and Verisk Analytics. As well as Broadcast facilities for YouTube/Google, ABC News/Disney, FOX News, MSG Networks, NBC/Saturday Night Live and CBS Washington News.

Design Coordinator, Current to Current

Department Of Defense – Londonderry, NH

Coordinated Design Standards & construction build-outs of various projects for company wide merger & consolidation efforts ranging from 5,000 - 150,000 sf. marchFIRST was an internet consulting firm that was growing rapidly during the .com boom. We were merging with multiple small companies and consolidation into larger, branded facilities. I was in-charge of coordinating numerous design projects throughout the country and Canada.

Interior Designer, Current to Current

IA – City, STATE

Designer for commercial interior projects for large clients such as Fidelity Investments, American Express, Paine Webber, Prudential and Time, Inc. Projects ranged from simple moves, adds & changes to 600,000 sf new interior fit out.

Education

Bachelor of Science: Interior Design, 1994

Philadelphia University (Philadelphia College of Textiles & Science) - Philadelphia, PA