

JESSICA CLAIRE

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Professional Summary

Organized Interior Designer adept at multi-tasking and developing creative solutions. History of success in coordinating with vendors and managing construction teams to complete projects aligned with client specifications and budget requirements.

Skills

- Design & architecture via CAD, 3d software, Layout, Microsoft suite, and Adobe Photoshop as needed
- Self-Sufficient
- Good judgement
- Design concept presentations development
- Residential and Commercial design, implementation, and project management
- Material budgeting, and purchasing
- Skilled Tradesmen oversight through project completion
- American Disabilities Act (ADA) Compliance
- Current industry trends, materials, and CE courses

Work History

Interior Designer, 12/2019 to Current

Pbk Architects – Houston, TX Ontario, CA

- Developed space planning concepts, color palette selections and textile presentations.
- Developed key client relationships by providing design solutions that met needs and budgets without compromising quality or design intent.
- Researched building codes and requirements and applied to design planning.
- Designed floor plans, elevations, 3D perspective views and material boards for review and presentation.
- Participated in furniture selection and documentation of specifications.
- Consulted with clients to determine architectural preference to meet overall design goals.
- Interfaced effectively with contractors and vendors to resolve issues and discuss ideas.
- Led interior design across conceptual, schematic, design development and construction document phases.
- Programmed space requirements from schematic design to construction document phase and installation.
- Researched trends in area of green building and environmental design to incorporate into business and residential projects.
- Prepared construction documents including elevations and details for residential and commercial permits.
- Facilitated project scheduling, managed construction phases and inspection process.
- Consistently designing and managing projects ranging from \$60k - \$450k

Kitchen Design Specialist, 03/2015 to 03/2020

Builders Firstsource, Inc. – Sandy, UT Los Angeles, CA

- Planned and presented project quotes for custom designs.
- Maintained relationships with installers and suppliers.
- Designed detailed kitchen layouts based on client needs, budgets and available supplies.
- Selected flooring, counters, cabinets and appliances based on client needs and budgets.
- Created comprehensive product lists based on finalized designs and budgets.
- Designed floor plans, elevations, 3D perspective views and material boards for review and presentation.
- Carried out day-day-day duties accurately and efficiently.
- Worked with installation team throughout installation process.
- Improved sales by managing sales lifecycle from lead generation through contract negotiations and closings.
- Achieved top performance by strategically adapting to rapidly changing, competitive environment.
- Drove team revenue totals by bringing in top sales numbers.

Small Busines Design Consultant/Kitchen Design Consultant, 07/2007 to 03/2015

IKEA Group – City, STATE San Diego, CA

- Met with over 10 customers per week to discuss design vision and individual needs.
- Interfaced with other contractors to assist in job duties.
- Prepared strategies and proposed concepts for client approval.
- Developed space planning concepts, color palette selections and textile presentations.
- Designed floor plans, elevations, 3D perspective views and material boards for review and presentation.
- Transformed uninspiring areas into warm and inviting living spaces using various lighting fixtures, materials and products.
- Researched trends in area of green building and environmental design to incorporate into business and residential projects.
- Worked directly with production personnel to resolve production scheduling issues and conflicts.
- Confirmed permits, insurance, and public notices needed for events.
- Engaged in both long and short-term project planning, from one week to one year, strategizing for on-time, high-quality deliverables.
- Explained services and products to customers in friendly and engaging way.
- Established open and professional relationships with team members which facilitated communication, quickly resolving issues and conflicts.
- Shouldered management responsibilities during absence of manager.
- Assisted established management staff with operational oversight, business development and process improvement strategies.
- Managed and mentored team of 6 employees.
- Finalized Construction contracts to close deals worth up to \$1000,000.

Education

Interior Design

Design Institute of San Diego - San Diego, CA

- Professional development in Architecture and Interior Design

General Studies

San Bernardino Valley College - San Bernardino, CA