

# Jessica Claire

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## Summary

I am flexible, professional Interior Designer currently working at bombardier in Tucson Arizona. committed to bring a unique support and vibrant perspectives to the bombardier aerospace table ; with great design foundations and organization skills. i feel strong at proposing Design solutions to customer needs in business, aviation and residential as an interior designer.

Hardworking Feeder with exceptional track record of reliable attendance and high-quality work. Strong collaboration skills to thrive in fast-paced, high-stress environments and short lead-time solution seeker.

Competitive with significant leadership experience in interior design work environment.

Exceptional history of breaking into new markets and building outstanding relationship with vendors , driving market share growth.

I am a motivating team player with strengths at multitasking, bookkeeper, bilingual and great at presenting new ideas and project directions to customer to support sales and management team.

## Skills

- Good Photography foundation
- Artsy
- Consultation and product knowledge
- Strong at Clientele design service
- Excellent customer service
- Propose and design within budget
- Great Inventory skills
- Good at hosting and entertain
- Material library keeper
- Merchandising
- Public relations
- Quality
- Shipping & receiving
- Spanish
- Visual merchandising
- Employment market understand
- Greeting and seating
- Materials transport
- Merchandise displays
- Graphic presentations
- Maintenance
- Product identification
- Concept development
- Photo processing
- Measuring instruments and tools
- Drafting
- Interior architectural detailing
- Sorting and labeling
- Accounting and bookkeeping
- Invoice and payment processing
- Expense reimbursements
- Display set up
- Client-focused
- Portion and cost control
- Cleaning and organization
- Space planning
- Color and material application
- Adobe InDesign
- Service desk support
- Inspections and reviews
- Product knowledge
- Product specifications

## Experience

**Principal Interior Designer**, 10/2014 to 09/2018

**Gulfstream Aerospace Corporation** – Andrews Air Force Base, MD

- Expertly sourced all kinds of materials and carpets to meet customers' expectations and budgets of their interior.
- Assisted clients with budget considerations regarding selection of fabric and material for interior products.
- Provided complimentary in-home consultations to prospective clients to gather ideas and promote design services & source of innovation ideal ideas.
- Collaborated closely with customers, adjusting plans as needed to satisfy their needs and requirements to support the lead-time of the project.
- Assisted clients successfully by choosing furnishings consistent with preferences and budget.
- Selected furniture, light fixtures and accessories to create unique and inviting space to meet customer vision.
- Created professional presentations to creatively communicate my ideas with the best design intent and direction.
- Designed specialized projects, including carpet and flooring for ergonomic corporate interiors.
- Created custom design color boards with attention to detail for visual representation, including samples of fabrics, wall finishes or materials & flooring.
- Assisted clients with budget considerations regarding selection of interior design materials
- Developed interior design concepts and prepared interior systems and finishes.
- Collaborated closely with customers, adjusting plans as needed to satisfy client needs and requirements.
- Created professional presentations to creatively communicate design intent and direction.
- Expertly sourced fabrics and carpets to meet customers' expectations and budgets.
- Created custom design boards with attention to detail for visual representation, including samples of fabrics, wall finishes and flooring.
- Selected furniture, light fixtures and accessories to create unique and inviting rooms to meet customer vision.
- Visited home sites when necessary to assess and fulfill customer needs.
- Provided complimentary in-home consultations to prospective clients to gather ideas and promote design services.

**INTERIOR & SHOWROOM DESIGNER** , 07/2009 to 09/2012

**Circle** – Newton, MA

- Effectively controlled the release of proprietary and confidential information for general client lists.
- Design and Manage their fashion show-room Merchandising applying foundations of history of Art and Photography of Fine Arts.
- Provide project support to managers and outside designers in the company with visual merchandising standards Creation of visual handbook to be used as a guide for showroom co-workers; sourcing fabrics and other materials so as keeping the boards organized.
- Develop strong relationships with vendors and magazines at the time of Maintaining a clean, attractive, and organized showroom and library responsible of the appearance to enhance sales
- Helped to maintain a clean, safe work environment during sales shows.
- Maintained the showroom racks in perfect presentation and in the correct order.
- Received accurately and efficiently incoming merchandise from vendors and buyers.
- Organize and make sure to update the material tracker y quarter and collection.
- Shipping and delivery department supervisor.
- Delivered outgoing shipments to customers, and returns to vendor in accordance with outlined procedures Worked with Showroom Manager and Pr.
- Prepare and display merchandise and reset showroom as necessary for managers, supervisors and clientele.
- Assisted buyers from overseas, both on the phone and in person, Ensured optimal sales through providing excellent customer service in the showroom and accuracy in materials.
- Maintained the daily efficiencies of inventory management and showroom setup as requested by the Designers.
- Received and shipped merchandise according to daily agenda and accurately document the wardrobe lists.
- Maintained accurate inventory through the proper receipt of shipments ,including inspecting the quantity and quality of merchandise especially during the collaboration with GANT Opening making sure to inspect the quality of all returned product from customers.
- Assemble merchandise for showroom as designated by Michael Bastian.
- Assisted in the display and hanging of merchandise for the showroom making sure the the showroom was always spotless.
- Maintain accurate and clearly marked shelved product to ensure accurate selection of product for shipping out to magazine photo shoots.
- Mark outgoing shipments with correct information according to customer requirements Assist customers with a level of service that maintains long term customers .

**Visual Merchandising Designer**, 07/2009 to 07/2011

**Bloomingtondale's** – City, STATE

- Assisted with appropriated displayed merchandise to Ensure better sales.
- Uphold concepts and elements of Interior Design through partnership with outside designers.
- Assisted in the designing and planning of the Visual merchandising manuals and books.
- Selection of new merchandise for the floor sample
- Stocked and arranged the store with merchandise.
- Assisted in the designing and planning of the window displays and showrooms.
- Assisted and managed the accuracy of cost vs sale.
- Provided excellent costumer service and built strong costumer relationships.
- Inventory Collaboration.
- Assisted with Inventory and mark down analysis.
- Overseas Sales orders.
- Assisted with daily activities like transfers, following up with material and part numbers.
- Replacement and closing the Registers.
- Responsible to prepare meetings for Clients to support sales.
- Answer the phone and helped customers over the phone, Support in a team basis with designs for seasonal visual windows projects.
- Assisted the visual managers in the management of in season business and floor Helped with the selection of new merchandise for the floor samples.
- Assisted with inventory and markdown analysis of the shoe and woman's department.
- Worked with contemporary shoes on 2 and shoe vendors upholding visuals and keeping the tracks clean.
- Made strategy plan for stock room organization and helped closing the floor.
- Participate in run-through for pre-sale pickups.
- Participate in run-throughs for bloomingdale's helped with pre sale organization.

**Junior Designer**, 08/2018 to Current

**PrimaDonna Lux** – City, STATE

- Keep showroom clean and stocked for drinks and snacks for customer visits.
- Collaborated with photographers to showcase brands and merchandising standards of loose equipment for bombardier.
- Monitored multiple databases to keep track of all company inventory.
- Organize customer design specification meetings with outside designer
- Complete customer interior check list prior to proposal signature
- Communicate material stock and price accuracy prior to meeting and release of design spec to buyers.
- Organize on site and off site customer interior design spec meetings with Bombardier and primadonna clients.
- Prepared Materials and samples to assure productivity of senior interior designer with customer meeting.
- Validate proposal accuracy with material cost and allowances and select materials according to proposal and sales team information provided.
- Verify material availability and make material tracker charts to assure delivery dates to reach the expected delivery dates.
- Monitor material upon on arrival on deck for back shops work scope.
- Ensure material delivery from vendors aligns with build schedule
- Assist with Post interior / Exterior meetings system of operations stated by Primadonna design service.
- Maintain customer Specification Showroom updated and current by obtaining all samples required for the specification of a business aircraft meeting and keep library clean and organize.
- Check stock, price and availability of materials.
- Communicate with customer project manager, customer needs, material price, lead time and stock available.
- Make sure materials sample shown and approved match proposal allowance.
- Send sample packages to customer and request a signature approval
- Create and send to customer shop color boards.
- Calculate quantities of material need in application.
- Provide exceptional customer service , entertain and make customer feel like home in our showroom.
- Flexible for customer time meetings.
- Led complete review of material costs and potentially delivery time for RTS accuracy.
- Generate Design spec upon request
- Generate Archive binder per interior project.
- Upload all information and media post meting and monitor any interior concern during the process of refurbishment

## Education and Training

**Associate of Arts: MFA- Photography**, 2008

**Parsons School of Design-** - New York, NY

**BFA INTERIOR DESIGN** , 2009

**PARSONS NEW SCHOOL DESIGN** - New York, New York

**High School Diploma**

**COLEGIO CHAPULTEPEC AC.** - MEXICO

## Activities and Honors

## Certifications

**HOME FURNISHING** -

lighting and material interior Designer