

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Innovative Interior Designer driven to bring customized design concepts to life in order to guarantee complete customer satisfaction. Ready to tackle exciting new challenges in similar role with [Company].

## SKILLS

- Digital design
- 3D rendering software
- Strong analytical ability
- Interior design
- Design process
- Sketching
- Image manipulation
- Space planning methodology
- Digital drafting
- Rendering
- Commercial interior design
- Excellent attention to detail
- 2D and 3D modeling

## WORK HISTORY

### Lead Interior Designer and Drafter, 09/2020 - Current

Jacobs Engineering Group Inc. – Fort Walton Beach, FL

- Developed space planning concepts, color palette selections and textile presentations.
- Consulted with clients to determine architectural preference to meet overall design goals.
- Originated and developed creative design concepts using ChiefArchitecture and code knowledge that exceeded client expectations.
- Developed key client relationships by providing design solutions that met needs and budgets without compromising quality or design intent.
- Led interior design across conceptual, schematic, design development and construction document phases.
- Participated in furniture selection and documentation of specifications.
- Specified appropriate products and interior as well as exterior materials to meet project objectives and design scheme.
- Carefully reviewed contractor submittals of finish materials.
- Prepared LNI submittals and blueprint documents and details to implement design concepts.
- Interfaced effectively with design team members, including contractors and vendors to resolve issues and discuss ideas.
- Successfully resolved technical design issues by using code expertise and space planning knowledge from years of commercial kitchen design and space planning.
- Designed floor plans, elevations, 3D perspective views and material boards for review and presentation.
- Created professional presentations using ChiefArchitecture, Milanote and Microsoft Office to creatively communicate design intent and direction.
- Programmed space requirements from schematic design to construction document phase and installation.
- Developed and maintained courteous and effective working relationships.

### Project Manager/Sales Associate, 04/2014 - 01/2020

Custom Edge Inc – City, STATE

- Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets.
- Developed and initiated projects, including managing costs, schedule and performance.
- Developed implementation methodologies to rein in project costs while meeting key milestones.
- Read plans and blueprints and communicated to workers.
- Increased customer satisfaction ratings by resolving all issues professionally.
- Achieved maximum cost effectiveness by providing value engineering for construction means and methods.
- Reviewed project scope, required materials and labor pricing to develop competitive bids.
- Created schedules and roadmaps for projects with budgets ranging from \$[Amount] to \$[Amount].
- Put together estimates, specifications and other project documents.
- Interviewed, hired and trained new workers.
- Kept project on schedule and within budget while serving as project leader.
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### Project Manager/Space Planner, 04/2005 - 03/2014

Clevenger Associates – City, STATE

- Discussed zoning laws, fire regulations and building codes with city and county government agencies.
- Attended all team meetings to resolve technical and project issues, coordinate with team members and review project schedules.
- Reviewed project goals and objectives on monthly basis with project manager and design team.
- Met with municipal building department and other governing agency officials to coordinate approvals.
- Communicated with vendors and contractors to incorporate input in commerical kitchen project designs.
- Created new and innovative approaches to problems and discussed strategies with project managers.
- Devised overall strategy for documentation and identified design sets planned for each stage of work including as-built designs and final building information models (BIM).
- Recommended minor adaptations and modifications to complete working drawing sets.
- Offered friendly and efficient service to all customers, handled challenging situations with ease.
- Developed team communications and information for meetings.
- Handled day-to-day running of all national projects - at times up to 35 projects -, ensuring high levels of productivity and progression.

## EDUCATION

### Associate of Arts: Interior Design, 04/2005

Clover Park Technical College - Lakewood, WA