

JESSICA CLAIRE

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Professional Profile

Highly motivated and energetic design professional seeking employment in an equally professional environment that will best utilize my creative design, organization and communication skills.

Core Competencies

- NCIDQ certification #6593
- Proficient in AutoCAD 2013
- Proficient in CAP 20/20 Technologies
- Proficient in Microsoft Office 2010
- Space planning
- Product specifications
- Color and material application
- Proficient with furniture systems

Professional Experience

Project Manager/Interior Designer, 08/2003 to Current

Bedrosians Tile And Stone – Lake City, GA

Team leader and project manager supporting two Sales Associates with average sales volume of 5 million annually. Ability to manage multiple design projects from conception through completion.

Responsibilities include:

- Managing design support staff
- Coordination with client through all phases of design process
- Perform all phases of design from initial space analysis through post occupancy evaluation, including planning, drafting of construction documents, design development, finish & furniture selection and specification
- Thorough working knowledge of all OSHA, BOCA, ADA, State and local building codes
- Responsible for budgeting of all furniture and interior products
- Highly skilled at client presentation
- Coordination of furniture procurement from proposal to installation
- Comprehensive knowledge of on site project management and coordination
- Coordinate with all outside trades including GC's, finish and furniture installers and movers
- Managed projects for clients with multiple regional offices*

Notable Clients:

- Daiichi Sankyo Pharmaceutical*
- New York Football Giants
- Coldwell Banker*
- Opera Solutions*

Sales Associate/ Interior Designer, 2000 to 08/2003

Bill Behrle Associates – City, STATE

Sales Associate at office furniture dealership that provided turn key interior services to clients.

Responsibilities included:

- Planning, and specifying projects from programming, conceptual design through move coordination
- Extensive product knowledge of furniture and interior finishes
- Average sales volume of 2 million per year

Notable clients:

- Ricoh Corporation
- Seton Hall University
- Ocean County College

Design Director/Interior Designer, 1993 to 11/2000

Bill Behrle Associates – City, STATE

Manager of design department at office furniture dealership while also maintaining client base

Responsibilities included:

- Hire, train, motivate and monitor design staff of 5 to ensure high degree of quality design, profitable productivity and client satisfaction
- Responsible for project scheduling, developing and implementing policies and procedures as they related to design and personnel matters
- Coordination between management, sales staff and design team

Interior Designer, 08/1983 to 11/1993

Bill Behrle Associates – City, STATE

Interior designer at office furniture dealership

Responsibilities included:

- Design support to staff of twelve Sales Associates
- Performed field surveys, space planning, finish and furniture selection and specification, budget preparation
- Prepared furniture, reflected ceiling plans, finish schedules and detail drawings, elevation and 3D drawings
- Maintained materials and literature library

Education

Bachelor of Arts: Interior Design, 1982

Trenton State College (College of New Jersey)

Leeds Polytechnic Institute

Leeds England

Accomplishments

Professional Member of American Society of Interior Designers

- Two terms on Nominating Committee
- Three terms on Board of Directors
- Four terms as Membership Committee Chairperson
- Chairperson for Community Service Committee that renovated a home for NJ Battered Womens Service. Received a Presidential citation from the White House

Volunteer at St. John's Soup Kitchen in Newark, NJ