

Highly proficient Designer with a versatile design background committed to producing thoughtful and innovative design solutions for spaces ranging from commercial buildings to homes. Thinks creatively to develop unique graphic presentations that help identify both personal and business objectives.

## INTERIOR DESIGN EXPERIENCE

### **ARKTX, PC - Project Designer**

Washington, DC 3/2010 - Present

- Partners with senior design staff on multiple commercial projects from programming through construction administration. Responsibilities include the production of preliminary space plans, pricing sets, contract documents in coordination with MEP drawings and the supervision of the construction process.
- Coordinate bidding process with various contract furniture dealers and manufacturer's representatives for the new Sierra Club office renovation and collaborate with selected dealer to develop system furniture component layout and finish schemes to meet client's operational needs and budget.
- Collaborate with project manager to oversee construction of the US Grains Council tenant build-out by interfacing directly with client, GC and furniture vendors. Advise on project decisions in the field and assist with the approval of project submittals and shop drawings.
- Develop finish schemes, reflected ceiling plans and millwork details according to project design requirements and conduct client presentations for review and approval.

### **Freelance Interior Designer**

Washington, DC 1/2009 - Present

- Provide interior design services including the selection of finishes, furniture and accessories along with alternative space plan options for various residential and office projects with consideration to aesthetics, functionality and budget.

### **Bargmann Hendrie + Archetype - Designer**

Boston, MA 2/2008 - 11/2008

- Assisted project managers with construction documentation and administration on State Street Financial offices by facilitating the production of construction sets, addenda, bulletins, project punch lists and as-built documents.
- Responsible for field measurement, documentation of historic features, drafting of existing conditions and production of proposed schematic designs for the renovation of two historic school buildings in Loudoun County Virginia.
- Produced pricing sets and broker marketing boards for Channel Center office building for a number of proposed tenants.

### **Leslie Saul & Associates - Administrative Support/ Interior Design Intern**

Cambridge, MA 9/2007 - 2/2008

- Performed various administrative tasks simultaneously including answering phones, supporting project organization and scheduling, coordination of client and vendor meetings, maintaining meeting minutes and management of resource library.
- Responsible for a wide range of marketing efforts such as the organization of client database, maintenance of promotional materials and management of seasonal email blasts.

## GRAPHIC DESIGN EXPERIENCE .....

### Freelance Graphic Designer

Washington, DC 6/2009 - Present

- Provide graphic design consultation services to a number of clients including non-profits, a local theater, and small business owners by conceptualizing and designing marketing and presentation collateral, personal business cards, product and company logos, newsletter publications, web banners and posters in accordance with the organization's branding efforts.
- Created marketing materials for various campaigns supporting the organization, International Labor Rights Forum, and their dedication to the humane treatment of workers worldwide, including the production of web banners, email newsletters, project logos, and annual reports.
- Developed concepts and executed the design for the American Society of Interior Designers new 2010/2011 Member Directory to be distributed regionally.

## EDUCATION .....

Syracuse University

College of Visual and Performing Arts, Syracuse, NY

Bachelor of Fine Arts, Interior Design, CIDA Accredited

August 2003-May 2007

## KEY SKILLS .....

Proficient in Microsoft Office, AutoCAD 2010, Adobe Photoshop, Adobe Illustrator, Adobe Indesign & SketchUp.