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## PROFESSIONAL SYNOPSIS

Experienced interior and architectural designer dedicated to creating functional and aesthetically-pleasing spaces that meet client needs and budgets. Committed to driving corporate design standards and integrating sustainable expertise.

### SKILLS

- Space-Planning, Design Development and Construction Documents
  - Furniture layouts, finish plans, equipment designs, architectural and millwork detailing
- Management of Employees on Project Team
  - Coordinating multiple projects simultaneously, interfacing with clients, engineers, contractors and other involved parties to streamline the process
- Driving Best Practices and setting Drawing Standards
  - Creating Revit template files to ensure consistency of design output
  - Creation of Revit families with custom parameters to generate schedules
- Knowledge of Building Code Requirements.
  - Occupancy and Egress needs / ADA compliance

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### EDUCATION

**GEORGE WASHINGTON UNIVERSITY** – Washington, DC  
**B.F.A. DEGREE, INTERIOR DESIGN, 2002, magna cum laude**  
*Outstanding Graduating Senior in Interior Design, 2002*

### ASSOCIATIONS

LEED ID+C Accredited since 2007, Passed NCIDQ in 2005, Registered Interior Designer in GA

### TECHNICAL

Revit 2013, 2011 & 2009, Microstation V8, AutoCAD 2000, SketchUp, Microsoft Office, Adobe Photoshop, Illustrator & InDesign

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## EXPERIENCE

**IBT ENTERPRISES, LLC** – Norcross, GA

**SENIOR PROJECT DESIGNER, 2012 - Present**

**DESIGNER / PROJECT MANAGER, 2002 - 2012**

- Track record of spearheading company firsts and large-scale, national design projects.
- Entrusted with project-lead designer roles with comprehensive client and project management, traveling to offices and sites of key clients from Seattle to New York. Performed site visits to check project progress.
- Managed all phases of design and building process, from site survey, to programming stage, to space planning, design development, CDs, and construction oversight. Gained experience in LEED project submittal.
- Promoted to lead a project team for client Starbucks Coffee Company, managing 3-4 employees, dictating project schedules and red-lining all drawings prior to issuance.
- Maintained and augmented client prototypes for Moe's Southwest Grill and Cinnabon, adding Revit scheduling functionality. Built custom Revit families of equipment, furniture and signage to match prototype.
- Completed comprehensive construction documents for a variety of contract projects, including extensive architectural and casework detailing.
- Submitted plans to local jurisdictions for permits and to contractors for bidding and construction.

**FREELANCE DESIGN WORK** – Atlanta, GA

**DESIGNER, 5/2012 - 7/2012**

Assisted Bo Simmons, President & Founder of *Cool Blue Interactive*, a web-design firm, with relocation to a new office space. Verified current furniture inventory and designed layout of new office space, keeping in mind client needs and growth potential. Advised on color schemes and dictated positions of framed displays and awards.

**TEKNION** – Washington, DC

**DESIGN INTERN, 1/2002 - 5/2002**

Collaborated closely with the local A&D marketing rep, working 2-3 times per week in the Teknion office. Organized marketing collateral. Accompanied rep on library updates to A&D firms; set up and attended luncheon CEU presentations.

*Project Highlights:*  
In-Store Financial:

- Completed more than 85 in-store bank locations nation-wide while at IBT often integrating new facilities into existing retailer space, with demanding lease criteria and limited space, ranging from 250 to 900 sq. ft.
- Created basic power, security, and HVAC plans for in-store financial branch locations.
- Selected furniture, signage, and security and issued P.O.s, while considering client budget; coordinated delivery with project schedule. Worked within abbreviated 8 week or less timeframes, meeting retailer opening deadlines.
- Team leader on 1st LEED-certified in-store bank branch in the nation for long-time client First Federal Savings & Loan
  - Chose LEED-appropriate finishes; developed specifications and details for CDs.
  - Tracked credits with MEP engineers during design and with contractors during construction.
  - Submitted project package to LEED Online and achieved basic certification in May 2010.

*Project Highlights:*  
Starbucks:

- Functioned as Lead Designer on high-profile project designs for Starbucks, streamlining transition from Microstation to Revit software. Closely interacted and maintained relationship with New York-based Starbucks Design Manager.
- Maintained schedule of project deadlines, completing 5 drawing sets per month on average.
- Visited sites, conducted detailed site surveys and created Revit models based on field measurements and photographs.
- Chose finishes and materials to align with Starbucks palettes; provided schematic packages with renderings; completed CDs with extensive detailing of custom pieces.
- Set corporate best-practices for project team to meet with client expectations. Company-recognized expert on Revit system for Starbucks, providing training and assistance to staff.
- Acted as LEED expert to incorporate standards into Starbucks drawing set as well as complete forms and documentation for submittal to USGBC.

*Project Highlights:*  
Mahopac Nat'l Bank:

- Led design of company's first free-standing building, located in East Fishkill, NY, in collaboration with Department Head.
- Designed floor, reflected ceiling, furniture and millwork plans for the 3,000 sq. ft. branch.
- Received a *Superior Achievement Award* from IBT in 2006 for efforts on this project.

*Project Highlights:*  
Jackson Hewitt:

- Worked with a task force to design a new seasonal kiosk layout for national tax-preparation company Jackson Hewitt to comply with the requirements of Wal-Mart.
- Drafted multiple plan options and created 3D renderings for enhanced client visualization.
- Design resulted in 2000 kiosks installed in Wal-Mart stores nation-wide.

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## OUTREACH

- Participated in AIA Red & Green Scene outreach project for Lithonia Woman's Center in 2012; served as Secretary.
- Gave a joint presentation with manager on *LEED for Financial Institutions* to Kansas Credit Union Association in 2009.
- Spoke at elementary school career day to 4<sup>th</sup> and 5<sup>th</sup> graders regarding the Interior Design profession in 2009 and 2010.
- Lectured college-level Design students at Brenau University in Gainesville, GA about real-life application of CAD drawing skills and project management in 2007.

## INTERESTS

- Soprano with Gwinnett Symphony Chorus since 2009; Chorus Librarian since 2011.
- USTA and ALTA tennis player since 2002.

## REFERENCES

- Available upon request.
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