

## INDEPENDENT DESIGNER

### Professional Summary

Independent and results driven Design Professional with an extensive background in the design process. Proficient in taking initiative, along with a desire to achieve client satisfaction, for a record of accomplished results.

### Skills

- Space Planning
- Workplace Strategy
- Project Coordination
- FF&E Expertise
- Problem Resolution
- ADA & Building Codes
- Written & Verbal Communication
- Product Specification
- AutoCAD
- MS Office Suite
- Salesforce
- ADA, Specification
- AutoCAD, Strategy
- Budgets, Verbal Communication
- Change management, Written
- COUNCIL
- Creativity
- Customer satisfaction
- Direction
- Documentation
- Innovation
- Interior design
- Team lead
- Leadership
- Materials
- Meetings
- MS Office Suite
- Office
- Organizational
- Personnel
- Presentations
- Problem Resolution
- Processes
- Procurement
- Programming
- Project Coordination
- Real Estate
- Retail
- Sales
- Space Planning

### Work History

INDEPENDENT DESIGNER , 04/2020 to Current

Company Name " City , State

- Create Site and Fixture Plans utilizing AutoCAD for Walgreens, Chipotle, and Aspen Dental for use by Real Estate Developers and Property Investors.
- Perform on-site surveys to produce AutoCAD floor plan drawings of existing spaces for electronic documentation, in addition to providing space improvement solutions and options.

SPECIFICATIONS MANAGER , 01/2015 to 03/2020

Company Name " City , State

- Traveled extensively throughout my territory creating and conducting product presentations/meetings for Architects, Designers, Builders, Furniture Manufacturers, Facility Managers, Retail and Commercial End Users.
- Initiated new business and grew existing accounts by 40 percent while maintaining/nurturing relationships.
- Identified and targeted high value projects in planning stages to drive specifications, resulting in exceeded sales goals.

WORKPLACE CONSULTANT , 01/2003 to 01/2015

Company Name " City , State

- Worked as team lead in creating well-connected workplaces utilizing design processes from programming and design analysis to space planning and aesthetics, while adhering to applicable building and ADA codes.
- Reduced Office Real Estate by introducing new ways of working by making use of change management skills.
- Introduced to stake-holders organizational agility and flexibility resulting in improved communication, collaboration, creativity, innovation and employee satisfaction.
- Developed Corporate wide standards for efficiency of space management and procurement.
- Supervised furniture installation, materials and equipment for large commercial projects with budgets in excess of \$1,000,000.
- Coordinated projects ranging from 1000 sf up to 1,000,000 sf throughout Corporate Real Estate portfolio.
- Provided leadership in planning, development and execution of large personnel relocations and reconfigurations, resulting in successful and timely completion, minimum disruption and successful customer satisfaction based on post-occupancy evaluations.

SENIOR INTERIOR DESIGNER , 01/1994 to 01/2003

Company Name " City , State

- Utilized interior design process across conceptual, schematic, design development and construction document phases.
- Created professional presentations to communicate design intent and direction.

### Education

Bachelor of Arts : Interior Design IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY - City , State  
NATIONAL COUNCIL FOR INTERIOR DESIGN QUALIFICATION Certificate #009891

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Additional Information

- STATE OF ILLINOIS LICENSE , Registered Interior Designer #161.000401 .