



INTERIOR DESIGN ASSISTANCE - Remote Services to the Trade

AUTOCAD Interior design construction documents – Space planning, comps, floor plans (as-built, demolition, new and RCP's), elevations, sections, and architectural detail. Provide CAD and sheets in pdf format.

SKETCHUP Interiors and exteriors – Comps, space planning with furniture and appliances. Finished spaces showing cabinetry, furniture, flooring, fabric, tile, stone and wood finishes. Bathrooms, kitchens, living and bedrooms as well as outdoor spaces (basic model sizes). Provide models and angled jpeg shots. Enscape rendering available.

PRESENTATION BOARDS Using PowerPoint, Canva, Publish or Word -- Design presentations showing mood or project intent – Showing inspiration or product recommendations and combinations. With product availability and pricing as needed. (Digitally transmitted form only.)

BUSINESS SUPPORT Research furniture, lighting, fixtures, fabrics, tile, flooring, materials and accessories. Determine product in-stock or supplier shipped, and trade pricing availability. Look up tradespeople availability and fees. Procurement to include purchasing with ETA and delivery tracking to site or client. Quote compilation to include basic scope of work, products, sizes, square & linear footage and counts.

EXPERIENCE

Assist or collaborate with lead principal or designer by providing 3D models, comps, renderings, interior design construction documents, space planning, and presentation boards. Includes design of kitchens, bathrooms, living and outdoor spaces. Researched product (furniture, lighting, tile, flooring, fixtures, cabinetry, fabric, wallcovering, paint and accessories) to include specification, pricing and availability. Purchasing responsibility with shipping tracking to site or client. Quote compilation for comparison job costs. Utilized AutoCAD, Sketchup, Enscape, Word, Outlook, Adobe, Photoshop and Excel. Initially hybrid work that transitioned to working fully remote.

- Clients past & present: Ron Tremblay Design, Reno Book, Casa Cavalier Group, Darsaya Studio, Design Arts Group, – among others.
 - Upscale residential interior and landscape design firms. Los Angeles, CA. 2012 - Present
- Hirsch/Bedner Associates, Anita Fey Design, The Interior Studio, CA. 2011 - 2013 (Internships)
 - Hospitality, commercial and residential interior design firms.

Residential real estate agent focusing on residential research to best suit client. (Inactive)

- Keller Williams Realty Westside, Los Angeles, CA. October 2007 - June 2008

Board member and volunteer for school fundraising or enrichment events, and in-classroom help.

- P.T.S.A., Parent Volunteer, Santa Monica public school, CA. September 2005 - June 2010

Graphic designer of communicative graphic print materials including signage, presentations, and printed material.

- Various clients including Getty Museum and Frank Schaffer Publications. Los Angeles, CA 1990 – 2002

EDUCATION & ACHIEVEMENT

Associates of Arts (A.A.) with Honors, Certificate of Achievement Interior Architectural Design I
– Santa Monica College, CA (Fall 2013)

Parsons School of Design, evenings, New York, NY – graphic design classes (2 ½ years)

SUNY Buffalo, and SUCNY Potsdam, NY – art, liberal arts classes (3 years together)

Real Estate License, Department of Real Estate, UCLA, Santa Monica College, CA (2006). (Inactive)

- Travel destinations: South Africa, Zimbabwe, London, Italy, New York, New England, Central & Northern California, Oregon.