

Client Name

Phone: Number
Email: Address/LinkedIn Profile/Portfolio

interior designer

Highly passionate and dedicated interior design professional with over 10 years experience in conceptual design, space planning, and implementation with a specialty in high-end residential interior design projects. Demonstrates a talent for transforming spaces into aesthetically pleasing and functioning show places for clients to live and entertain comfortably. Clientele includes very prominent lawyers, business executives, academic professionals, religious leaders, medical professionals and well known restaurateurs. Adept at helping clients identify their design goals and fostering trust and confidence in making decisions by recommending solutions that completely satisfy their needs while balancing budgeting and scheduling considerations. Excellent at problem-solving, conflict resolution, and handling multiple projects; technical skills include Manual Drafting, AutoCAD, and Microsoft Office.

design skills

- Interior Architecture
 - Concept Development
 - Strategic Planning/Analysis
 - Manual Drafting
 - Custom Furniture and Window Treatments
 - Space Planning
 - Residential Interior Design
 - AutoCAD
 - Budget Planning
 - Kitchen and Bathroom Design
 - Design Illustrations
 - Architectural Floor Plans
 - Sketching
 - Furniture Plans
 - Customer Relations
-

interior design

- Manage High-End Residential Projects from concept to implementation for clients with budgets of \$20,000 to \$1.25 million.
- Handle a wide range of projects from redecorating home interiors to renovating entire kitchen and bathrooms to new additions to homes.
- Collaborate and supervise the activities of architects, contractors, decorative painters, wallpaper installers, and window treatment workrooms.
- Specify custom upholstery and window treatments, casegoods, lighting, artwork, accessories, paint colors, wallpaper, cabinetry, fabric, and tile to client's satisfaction.
- Follow through with vendor and contractor claims using excellent negotiation skills.
- Draft both manually and computer generated floor and furniture plans.

interior design/showroom management

- Coordinated buying of furniture, home accessories, and lamps for designer showroom.
- Supervised designer showroom layout and presentation.
- Oversaw marketing of design services through print ads, direct mail, and publicity events.
- Administered purchase orders and billing for interior design projects and showroom retail sales.

market analysis

- Conducted retail, office, industrial, and hotel market studies and compiled market data in support of land use and zoning planning efforts for the Prince George's County, MD Planning Department.

- Prepared annual State of the County's Economy, Prince George's County Statistical Reference/1996, county employment forecast and other economic and demographic reports; coordinated publishing of these documents.
- Coordinated the market research efforts for the Washington Metropolitan Area Transit Authority.

master plan review/development

- Audited and consulted on the market analysis component of development review and zoning cases, expeditiously and constructively.
- Actively participated on the MD 202 Corridor Study team to examine current zoning, land use plans and policies in consideration of an amendment to the Largo-Lottsford, MD Master Plan.
- Participated in initial stages of the Sandy Spring/Ashton, MD master plan process; prepared the Sandy Spring/Ashton, MD Issues Report in conjunction with project leader and Community Advisory Committee.
- Assisted Bethesda, MD CBD Sector Plan team on final stages of master plan process; researched and analyzed zoning and land use issues pertaining to sector plan area.

work history

Freelance Interior Designer/Real Estate Investor	2007-Present
Regius Fine Furniture and Interiors, Englewood, NJ	2002-2007
▪ Interior Designer	
Washington Metropolitan Area Transit Authority, Washington, DC	1998-2000
▪ Market Research Analyst	
Maryland-National Capital Park and Planning Commission, Upper Marlboro, MD	1994-1998
▪ Research Planner	
Maryland-National Capital Park and Planning Commission, Silver Spring, MD	1992-1993
▪ Planning Technician III (1993-1993)	
▪ Planning Intern (1992-1993)	
Selectemps, Framingham, MA	1989-1990
▪ Personnel Recruiter	
Office Specialists, Waltham, MA	1988-1989
▪ Assistant Placement Coordinator	
Hit or Miss (Corporate Office)/Chadwick's of Boston, Stoughton, MA	1987-1987
▪ Recruitment Specialist (Co-op position)	

education & training

- **Master of Business Administration, Real Estate & Urban Development**, The American University, Washington, DC
- **Bachelor of Science in Business Administration, Marketing**, Northeastern University, Boston, MA
- **Associate in Applied Science, Interior Design**, Parsons School of Design, New York, New York
- **Professional Training:** Business Writing, Presentation Skills, Time Management, and Customer Relations