

Interior Designer Specializing in Built Environments

Accomplished Interior Designer and Construction Administrator with 24 years of comprehensive experience in all aspects of design-build, construction administration, and real estate. Expertise in project delivery through proactive programming, budgeting, and effective communication with stakeholders ensures seamless execution of complex projects. Proficient in utilizing advanced software such as AutoCAD and BlueBeam, while continuously enhancing skills in supporting technologies. A proven ability to develop and implement efficient processes, while maintaining strong vendor relationships, drives timely project completion and success. Committed to leveraging extensive industry knowledge to excel in an Interior Design role within a design-build firm.

Career Experience

INTERIOR DESIGNER, PURCHASING COORDINATOR +
CONSTR. ADMIN. at Hoppet Design & Construction,
Gig Harbor, WA

June 2016 — Present

- Interior focus areas include lighting design and specification, hard surface design and full home cabinetry including initial concept to shop drawings and ordering through install.
- Support delivery of projects through programming, budgeting, design development, construction administration, FF&E and installation.
- Utilize AutoCAD, BlueBeam and BuilderTrend for construction documentation and currently advancing skills in Revit/BIM software.
- Develop and continually update company templates for digital project material presentations, specifications and worksheets. Build out full project specifications for field use and subcontractor support.
- Ongoing product research and material sourcing, leaning on product reps for feedback and current brand issues and changes.
- Initiate and develop relationships for new key vendors and subcontractors as well as introducing my own personal connections to build company subcontractor pool, reviewing contracts and onboarding new subs.
- Organize documentation from initial client design interviews through project permitting and full construction documentation.

LICENSED REAL ESTATE BROKER at KW Realty + Hawkins
Poe, Inc., Gig Harbor, WA

November 2009 — December 2019

- Managed and executed successful real estate contracts
- Performed negotiations and mediation when required
- Research, interpret and implement new industry technology
- Graphic design for personal and partnership marketing/branding
- Records/contract maintenance, expense tracking and bookkeeping
- Consulted with buyers to perform remodel analyses

DESIGNER + MANAGING MEMBER at DBC Construction, LLC,
Gig Harbor, WA

May 2009 — April 2012

DBC Construction LLC was a family owned general framing contractor when I came on board in 2009. I worked closely with existing managing members to develop this small business into a small design-build company with a relevant web presence, eventually becoming a managing member myself. Company closed in 2012 after market crash.

Responsibilities:

- Client/owner relations and project management for custom and spec home projects
- Collaboration with architects and engineers to develop and produce exclusive floor plans for market
- Contract development and negotiations
- Permit package development and submittals
- Developed, launched and managed company website and marketing

INTERIOR DESIGNER + OFFICE MANAGER at Garret Cord
Werner, LLC, Seattle

June 2003 — May 2009

Garret Cord Werner LLC is an award-winning architectural interior design firm that launched in 2003. I was the firm's first employee after a 6-month internship and worked closely with the principal to establish what became a very reputable and in-demand firm in Seattle.

Responsibilities:

- Project management included scheduling, installations, billing and project documentation from contract to close-out
- Schedule coordination for entire office calendar, meetings and appts.
- Worked with clientele from small single family remodels to multi-million dollar new construction and urban condo developments
- Researched, developed and implemented procedure for international import/export of custom home goods
- Office management, conducted interviews for new support positions
- Managed design resource library, new vendor relations and product research
- Utilized AutoCAD to visualize and draft all projects, StudioDesigner for project management and purchasing

Education

Bachelor of Science, Technical Management, January 2013 — August 2014
DeVry University, Chicago

Associates of Art, Interior Design, January 2000 — May 2003
Bellevue Community College, Bellevue

Associates of Art, General Studies, September 1996 — May 1999
Highline Community College, Des Moines

Areas of Expertise

- Highly Organized
- Excellent Communicator
- Fast Learner
- Strategic Thinking
- AutoCAD (25 years)
- Space Planning