

Phone | email | Address | LinkedIn

## Interior Design Project Manager

Innovative interior design professional with broad background in all aspects of building for loyal high-end clients. Creative but practical approach ensures increased revenue and profitable business. Manages projects with clear processes from initial client contact, through to proposals, closed sales, design, manufacturing, installation, and project completion.

### Selected Career Accomplishments

- ✓ Opened four furniture / lighting / kitchen showrooms
- ✓ Designed *Confidential* Chef kitchen used in television show. It was also featured on *confidential* appliance manufacturer on their corporate website.
- ✓ Designed kitchens for three professional chefs including two who were winners of *confidential* award.
- ✓ Created innovative kitchen program with Sales, Design, Pricing, Engineering, Manufacturing, and Installation
- ✓ Personally responsible for designing, closing, and managing more than \$1 million in projects annually
- ✓ Manages *confidential number* of projects per month from design to manufacturing through to installations
- ✓ Grew the kitchen design and manufacture divisions of the overall business even during the housing crisis

---

### DESIGN

Appliances	Countertops	Lighting Design
Audio-Visual	Door Systems	Plumbing / Fixtures
Backsplashes	Drawer Design	Project Libraries
Baths	Ergonomic Products	Showroom Displays
Cabinetry Designs	Home Offices	Space Planning
Carpentry / Electrical Wiring	Kitchens	Walls / Floors / HVAC
Closets	Libraries	Vertically Integrated Design

Kitchens: Knowledge of cooking styles, including American, Continental, Kosher, Asian, South Asian, Middle Eastern

---

### TECHNICAL SKILLS & KNOWLEDGE

Lighting Design	Installation Services	Project Tracking / Project Management
Appliance Specifications & Installations	Local Building Standards	Punch Lists
Blueprints	Manufacturing Standards	Schematics
Design and Shop Drawings	Presentation Drawings	Site Measurements / Conditions
Designer Guides	Project Staging	Standardized Kitchen Modules

---

### BUSINESS

Billing / Collections	Delivery Schedules	Overseas Factories
Sales Tracking	Estimates / Proposals / Bids	Pricing Strategies
Budgets / Forecasts	International Shipments	Process Improvements
End Users / Retention	Job Costing	Qualifying / Closing Sales
Contracts	Leads Pipeline	Revenue Increases

**Selected Collaborations:** End Users, Architects, Designers, Engineers, Executive Team, HOA Representatives, Vendors, General Contractors / Subcontractors, Manufacturers, Sales and Design Staff, Delivery and Installation Crews

---

*Confidential Company, Denver, CO*

2017 – Present

*Design, manufacture and installations of high-end kitchens*

### **STUDIO MANAGER**

Handles daily operations and project management for multiple, complex design installations from inception to final completion. Serves as point of contact with clients including qualification, proposals, contracts, closing sales, order processing, and project status. Communicates on issues, and provides updates for in-house staff.

Oversees all aspects of projects including timelines, design, site measurements, deliveries, and inspections. Communicates with the trades, including vendors of appliances, countertops and plumbing fixtures.

---

*Confidential Company, Seattle, WA*

2006 – 2017

*Fine cabinetry & furniture design and manufacturing*

### **SALES & PROJECT MANAGER / DESIGNER**

Managed all aspects of vertically integrated design, sales, engineering, manufacturing, project management, and installation services. Key point of contact with clients, architects, contractors, trades people, delivery and installation crews, internal support staff, and executive team. Manages project teams including designers, engineers, finishers, and installers.

Streamlined all internal processes to create efficient and cost-effective ways of managing the business. Clearly defined responsibilities and work flow for individual team members.

- Grew kitchen sales by 350% during first year. Maintained growth in subsequent years even during a challenging economy.
- Played Instrumental role in building business during period of serious collapse of the housing market.
- Created and managed kitchen department that provided design services from concept through installation.
- Unified appearance of design and shop drawings.
- Rewrote quotations and contracts to provide user-friendly and comprehensible language.
- Created standardized kitchen modules and pricing for all kitchen styles.
- Introduced sensible and ergonomic products and drawer combinations.
- Created design guide and price list for internal use.
- Worked with Engineering department to establish and maintain library of projects.
- Introduced modernity and modularity to kitchen designs.
- Designed, edited, and coordinated new showroom displays.

---

### **EARLY CAREER**

Department Manager, Kitchen and Bath	Luminare	Furniture, Lighting, Kitchen, Bath
Senior Designer – Lead Sales Representative	Poliform / Varenna	Furniture, Kitchen
Lead Sales Representative	Ligne Roset	Furniture, Lighting
Director of Design	Superior Lighting	Design & Distribution

### **Education**

University of Wisconsin, B.A., Fine Arts