



skills

Proficient in Microsoft Office, Quickbooks, Photoshop, InDesign, Illustrator, SketchUp, 3Ds Max, AutoCAD, 3D Accurender, Revit, Hand Rendering, Manual Drafting, Space Planning, Custom Millwork Drawings, Construction Documents, and Project Management.

experience

JLWebb General Construction, Interior Designer - University Heights, CA Jun. 2009– Present

Designed custom art installation for office lobby.
Created 3d renderings for project proposals.
Produced marketing materials in Photoshop and InDesign.
Assisted with property management and maintenance issues.
Scheduled and supervised subcontractors on job sites.
Responsible for project administration, purchasing, and proposals.

MPLA Associates, Design Assistant - La Jolla, CA Jun. 2008 – Aug. 2008

Hand drafted exterior/interior elevations.
Ordered samples and meet with Vendors.
Created architectural details in AutoCAD.
Assisted clients with product knowledge in the showroom.
Built Architectural models.

Ryan Young Interiors, Design Assistant - San Diego, CA Jun. 2008 – Aug. 2008

Responsible for specifying pricing and calculations.
Selected interior finishes for presentations.
Created and maintained client books.

JMA Architecture, Design Assistant - San Diego, CA Nov. 2007 – Jan. 2008

Conducted green design research.
Prepared presentation materials.
Met with various vendors to discuss new interior products.
Updated and maintained the materials library on a daily basis.
Created and updated job books for various projects.
Assisted at all stages of the project.

Rutledge Haro Design, Junior Designer - San Diego, CA Sep. 2006 – Jul. 2007

Answered all incoming phone calls, ordered all office supplies.
Assisted supervising job installations.
Selected/specified products for current jobs.
Specified FF&E for model units with a budget.
Assisted with bids, budgets, and purchase orders.

education

Design Institute of San Diego, CA Aug. 2005 – May 2009
Bachelor of Fine Arts, Interior Design

University of Wisconsin Milwaukee, WI Aug. 2002 – May 2004
Business and Photography

references

Available upon request.