**WORK EXPERIENCE**

2016- Present **Wynn Design and Development, Las Vegas, NV**

Interior Designer – Décor

* Oversaw FF&E specifications and budgets for back of house and other front of house spaces for Wynn Boston Harbor new construction; opening in 2019
* Gathered, organized, and spearheaded product presentations and reconfiguration of typicals for upper management approval.
* Spearheading corporate relocation project design; relocating over 450 employees
* Communicated closely with vendors and manufacturers to obtain quotes and additional product information.
* Wrote exceptionally detailed specifications for furniture, lighting fixtures, and accessories
* Calculated and wrote specifications for carpet, wall coverings, and draperies; ensuring they met regulatory codes for Massachusetts as well as Federal codes.
* Created and maintained budgets ranging from $300,000.00 to over $1 Million
* Space planning, layouts, redlines, and design elevations in Autocad.

2014 – 2016 **Westfall Commercial Furniture, Los Angeles, CA**

Account Manager

* Manage and support various clients with furniture purchases, installations and design concepts in a project management role
* Organize proposals, bids and pricing structures to submit for Client sign off
* Coordinating with not only clients but installation companies and manufacturers on orders and installations as well as warranty replacements
* Collaborate with various departments including design and accounting
* Sales support lead for Las Vegas office, including contract with MGM Resorts International; one of the largest furniture contracts on the West Coast

2012 – 2014 **Processes Unlimited International, Inc., Pasadena, CA**

Administrative Tech/Project Assistant

* General Reception duties including; answering phones, shipping and receiving mailings/packages, office management/organization/ordering
* Project assistance including; plotting, data entry, transcribing, etc.
* Basic IT support (install, MS Office support, troubleshooting)
* Project Controls and MS Project (budget tracking, scheduling)
* Created original master project schedule and estimates for 2 multimillion dollar, multiyear government power plant projects and attended government kick off meetings
* Daily use of MS Office (Excel, Word, Outlook, Project)
* Project Management assistance in man-hour & cost estimates, transmittals, change orders, expense reports, etc.

2012 – 2014 **Freelance Designer, Greater Los Angeles Area, CA**

Designer/Consultant

* Various short films as production designer, set dresser, props artisan
* Scenic designer for mainstage & black box theatrical productions
* Event planning/Wedding coordinator
* Photoshop skills

2006 – 2012  **Anderson Adventure Camp (Summer Camp), Pasadena, CA**

Daycare Supervisor

* Answering phones, sending emails, filing, processing payments and forms
* Scheduling staff & delegating tasks
* Oversee staff of 7-10 and responsible for 75+ children daily

2010 – 2011 **Office of Community Outreach at Baldwin Wallace University**

Office Assistant

* Cold calling, scheduling, student/professor liaison, conflict resolution, processing, filing and collection paperwork

2010 – 2012 **Scenic Painter at Baldwin Wallace University**

Painter

* Paint organization and inventory
* Responsible for 4 – 6 full sized productions every academic year

2009 – 2010 **West Side Catholic Center**

Art Therapy Volunteer

* Various forms of art therapy for minors living in temporary domestic abuse/homeless shelter housing

**Skills/Accolades**

* Winner of two 2016 HOSPY awards for NEWH GLAMP fundraising event
* FF&E consultant for Wynn Design and Development’s involvement building Veteran’s Village in Las Vegas
* Proficient and fluent in Microsoft office; Word, Excel, Outlook, Project, PowerPoint as well as AutoCAD, Citrix, WebEx, Cap 20/20 (furniture software)
* Rusty yet proficient in Photoshop, Illustrator, and Sketchup
* PC & MAC based platforms
* Rudimentary knowledge in Vectorworks, iMovie, Final Cut
* Painting, light carpentry and power tool knowledge, lighting and light rigging, hand and machine sewing, costume design, hand rendering
* Exceptional organizational skills in an office setting and office management as well as project management assistance and support

**EDUCATION**

Baldwin Wallace University, Berea, OH – B.A. Production Design; minor: Psychology