

CONTACT

North Brunswick, NJ
vanessa.designs12@gmail.com
732.882.2579

EDUCATION

Bachelors of Fine Arts in
Interior Design

Micheal Graves College at
Kean University

SKILLS

Bilingual : Spanish and English

Proficient in :

Microsoft Office Suite
Apple Office Programs
AutoCAD
Revit
Sketchup
VRay
Shader Light
Enscape
Adobe InDesign
Adobe Photoshop
Sketching
Space Planning
Life Safety Codes

Detailed Oriented
Time Management
Organizational Skills

INTERIOR DESIGN EXPERIENCE

Interior Design Coordinator; Global Home; Princeton, NJ;
February 2017 – Present

- Researched fabrics, floor and wall covering, antiques and accessories
- Prepared presentation boards and participated in meetings with clients
- Act as a liaison between clients and the Design Director
- Corresponded with contractors, vendors, shipping agents
- Generated Purchase Orders and Invoices on Studio Design program
- Followed up on orders and supervised installations
- Develop renderings and floor plans on AutoCAD and Sketchup
- Develop construction documents for contractors and designers
- Arrange all deliveries and logistics for design projects

Design Consultant; Closet Factory, Fanwood, NJ;
April 2015 – April 2018

- Provide courteous and interactive support to customers by offering a closet design according to their requirements.
- Schedule initial customer home visit as well as coordinate with responsible project manager
- Provide closet drawings to production manager
- Provide all specifications to production manager for any special orders
- Act as a liaison between the client and production team
- Track all repairs, special orders, installer hours and final designs in dashboard
- Contacting designers to review designs
- Using Auto C.A.D daily to review and change designs if needed
- Review production reports with the production manager

TEACHING WORK EXPERIENCE

Lecturer, New Student Design Workshop, Kean University,
Spring 2019

- Develop presentations & lesson for lecture
- Develop activities for student engagement
- Teach & present the basic elements of design

Lead Teacher, Rainbow DayCare, North Brunswick, NJ
September 2014 – June 2015

- Develop weekly lesson plans, activities and class set-up
- Work closely with families to encourage mutual cooperation
- Provide guidance to instructional staff to help resolve issues with students when necessary
- Ensure the safety of all children in our program
- Closely follow licensing regulations related to child care