

SUMMARY

Interior designer with a sixteen year record of successful design implementation, and project management experience in the architectural and interior design industry. Experienced in effectively planning and executing numerous projects from conception to close out; ensuring profitability on multiple capital projects for educational, institutional and public clients.

SKILLS

Large-Scale Project Leadership . Construction Documents . Space Planning & Forecasting . Design Development . Program Development . Budgeting & Contract Negotiations . Material Selection, Coordination & Detailing

AutoCAD . Adobe Photoshop . Adobe In Design . Adobe Illustrator . REVIT . MS Office . Deltek . Procure . Red Team

PROFESSIONAL EXPERIENCE

Primary Clients

Includes county and government municipalities, higher education institutes and aviation.

M.C. Harry & Associates | Project Manager

SEPT 2017 - Present

Responsible for multiple institutional capital and non-capital projects ranging from \$300,000 to \$6 million. Successful at securing repeat work from several clients. Manages and coordinates all aspects of project scope from beginning to close out. Assists Facility Management and general contractor teams through the process of scope definition, budget development and GMPs, schedules, code compliance and institutional standards for effective and successful project completion. Collaborate with other allied design professionals, who may be retained to provide services; structural, mechanical and electrical engineers; including various specialty consultants.

Florida International University | Adjunct Professor

MAY 2014 - Present

Annually instructs a class of 18-30 students in Construction Documents I. Coursework includes compiling a full set of drawings for a previous workplace design project, guiding students through the various stages of contract documents, introducing materials and instructing on how to detail each project.

M.C. Harry & Associates | Interior Designer

SEPT 2011 - Present

Assesses client goals and requirements, develop documents and diagrams that outline the needs for budgeted projects \$100, 0000 to \$30 million. Formulate space plans that integrate said needs while ensuring that design concepts are safe, functional, aesthetically appropriate and meet all public health or safety requirements. Coordinate material selection to meet functional, maintenance, life-cycle performance, environmental and safety requirements. Supervise material selections and presentations. Co-manage social media accounts.

M.C. Harry & Associates | Associate & Junior Designer

SEPT 2005 - SEPT 2011

Coordinated with architects and team leaders to prepare construction documents, consisting of plans, elevations, details and specifications, to illustrate structural and non-structural layouts; power and communications locations, reflected ceiling plans and lighting designs; materials and finishes; and furniture layouts. Oversaw material selection and presentations. Developed and created award storyboard submittals, digital and print media. Augmented existing marketing material with updates and graphic design.

PROFESSIONAL EXPERIENCE cont'd

Florida International University | Resident Assistant | SOC AUG 2000 - APRIL 2005
Supervised a community of residents; planned, conducted and marketed creative, educational and social programs to encourage student retention. Participated in various leadership associations, including but not limited to Student Government Association, Student IIDA Chapter, Peer Educator Program, FIU Collegiate Leadership Development Program.

Caribbean Airlines | Reservations & Ticketing Agent AUG 1997-DEC 1999
Handled incoming calls for flight reservations; provided customer service for main ticketing desk.

COMMUNITY INVOLVEMENT

Sereia Films | Board Member & Advisor JAN 2022-Present
Workshop with other board members on potential fundraising opportunities for the organisation; active support for public educational activities; review and offer feedback on all shorts and documentaries produced.

FIU CARTA | Faculty Review Committee SEPT 2021-Present
Professional advisor on the Interior Architecture search committee. Work with currently faculty members in developing job opening search criteria, reviewing potential candidates and coordinating on final selection.

AIA Miami | 2021 Design Awards Planning Committee JULY 2021-Present
Securing sponsorships from industry partners and coordinating with committee members on overall event planning and timeline.

FIU CARTA | General Student Advisory Forum 2020-Present
Participant on Faculty Advisory Board that works with current students on identifying areas in which the architecture and interior architecture student body can engage with real world projects and community development.

FIU CARTA | Interior Architecture Student Advisory Board & Mentor 2008-Present
Work with current faculty and other industry professionals in setting academic expectations for graduating students. Review accreditation requirements for syllabus in accordance with CIDA requirements. Collaborate with faculty on student career development programs. Annually mentors thesis students and their capstone projects. Liaise with industry professionals and assist mentees in finding post-graduation employment.

FIU Interior Architecture | Fundraising Chair 2008-2018
Succeeded in growing the profitability of primary fundraising event, Festival of the Trees, from 15 to 85 percent. Annually secured \$30,000 - \$80,000 in donations from industry professionals and increased attendance from 200 to 900 persons. Collaborated with Interior Architecture Chair to develop annual committee objectives. Negotiated and acquired event venue(s), coordinated with representatives and vendors, including but not limited to catering, beverage sponsors, band musicians and additional vendors.

EDUCATION

Florida International University, Miami, FL
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Master of Arts Interior Architecture
Bachelor of Science Interior Design