

[kelly] brown

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profile

Six years experience in residential/model home design, drafting, space planning and presentations. Meticulous planner and organizer with innate skills in communicating with team members and clients. Offering a proven track record in client satisfaction while meeting/exceeding project goals. Proficient in AutoCAD and Microsoft Office. Working knowledge of Adobe Photoshop. Extensive knowledge of vendors and their products.

work experience

D. Crosby Ross, Inc., West Hollywood, CA

Design Associate/Project Manager

February 2006 - April 2008

- worked closely with principal designer developing scope of work, budget, design direction and material selection for both residential and commercial projects.
- created weekly project agendas/schedules in order to keep the clients abreast of project progress
- managed the completion of a kitchen/bath remodel for a 3500 square foot private residence
- maintained professional, friendly relationships with clients through daily communication and on-site visits to the client's home
- worked directly with on-site trades persons to ensure finish work met client's expectations

Ryan Young Interiors, San Diego, CA

Presentation Interior Designer, Sub-Contractor

November 2005 - January 2006

- managed the completion of presentations on a per project basis
- assisted in the training of a new hire

Ryan Young Interiors, San Diego, CA

Presentation Interior Designer

January 2004 - June 2005

- created successful presentations based on project demographics and client requirements
- developed strong client relationships through clear communication and powerful presentations
- established a new standard for client presentations with a 95% effectiveness rate for contracts signed
- maintained close relations with sales and manufacturers representatives through the scheduling of weekly meetings
- selected to travel as a company representative to events and trade shows
- effectively managed and delegated tasks to interns

Interior Designer

July 2002 - December 2003

- met with project managers to discuss overall direction of model home projects
- created successful color schemes, furniture styles and hard surface selections for client presentations
- developed unique, functional furniture space plans to enhance the home buyer experience
- utilized AutoCAD for furniture space plans and interior elevations

achievements

SAM Awards, San Diego, CA

Winner, Keystone Communities, Morning Ridge, Plan 2, 2005

Winner, Keystone Communities, Big Tree, Plan 3, 2004

Finalist, Keystone Communities, Soleado, Plan 2, 2004

Laurel Awards, Inland Empire

Winner, Century Crowell Communities, Mountain Gate, Plan 103, 2005

education

Design Institute of San Diego, San Diego, CA

Bachelor of Fine Arts in Interior Design, Fall 1999 - Spring 2002

Shoreline Community College, Shoreline, WA

attended Fall 1997 - Spring 1999