

PROFESSIONAL SUMMARY

I am an interior architectural designer with a strong interest and experience in concept creation, project management, space planning, cohesive representation, and visual direction. I use a deep understanding of spatial relationships, materiality, and the built environment to convey mindful, impactful design solutions that celebrate innovation and authenticity. I thrive in dynamic settings that value forward-thinking design, approaching every project with keen aesthetic detail, intuitive spatial flow, and a commitment to creating human-centered environments that inspire and elevate. Skilled in REVIT and Adobe Creative Suite, with a proven track record in project management and creative consulting. Recently recognized as the Member Production Designer for non-profit events with Beats Give Back.

SKILLS

- AutoCAD REVIT  
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- BIM - Building Information Modeling  
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- Adobe InDesign, Lightroom, Photoshop & Illustrator  
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- Canva Design  
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- Microsoft Suites (MW, PPTX, Excel)  
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- Project Management, Strategic Planning, & Client Relations
- Creative Consulting & Sustainable Design Consulting
- Campaign Creation
- Logical Reasoning, Logical Structures
- Diversity, Inclusion, and Belonging for All (LinkedIn)
- Google Analytics Basics
- Nielsen Audience Analytics
- Hootsuite Certified
- Social Marketing Certified
- Wellness Architecture & Design
- Set Design & Scenography
- Production Assistance
- Art Direction
- Space Planning
- 500 Hr. RYT - Yoga Teacher

EDUCATION

- DEC 2025  
Master of Fine Arts, Interior Architecture and Design, Academy of Art University, San Francisco, CA  
Academy of Art University Spring Showcase 2024 - IAD Designhaus  
Academy of Art University Spring Showcase 2025  
NEWH San Francisco Chapter Scholarship Recipient 2024  
NEWH Member
- MAY 2022  
Bachelor of Science, Public Relations, University of Florida, Gainesville, FL  
Strike Magazine Gainesville Runway I, II, IV 2020-2022 - Creative Director  
Strike Magazine Gainesville House of Strike 2021 - Creative Director  
Catalyst 2021 - Soundscapes - People's Choice

EMPLOYMENT HISTORY

- JUN 2022 - JUL 2025  
ASSISTANT PROJECT MANAGER, AROUITECTONICA INTERNATIONAL CORP. , Miami  
Executive Assistant | Collections Manager | Administrative Support  
Key Responsibilities and Achievements:  
Project Coordination & Management: Actively support senior executives, including the Founder/Principal Architect and Project Managers, in overseeing project schedules, team development, and the smooth execution of design and construction projects.  
Cross-Functional Collaboration: Facilitate communication across diverse teams (design, construction, finance) and external consultants. Act as the central point of contact between internal teams and clients, ensuring alignment with design intent, and managing client relations effectively.  
Documentation & Contract Management: Assist in the preparation, review, and management of AIA contracts, amendments, and negotiations with subcontractors, engineers, and designers. Ensure compliance with contractual terms and facilitate changes as needed.  
Project Tracking & Reporting: Manage and track Deltek Vantagepoint data and generate project-specific reports. Provide weekly updates to senior management, ensuring proper documentation and change order management are in place.  
Site Coordination & Project Support: Contribute to the management of architecture and interior design accounts, ensuring timely collections and resolution of outstanding balances. Regularly participate in meetings with CFO and Project Managers to maintain a comprehensive understanding of project statuses.  
Mentorship & Team Development: Provide guidance and mentorship to junior team members and coordinate training to improve internal processes and output.  
Design Support & Change Management: Support design teams with project coordination, including CAD drawings and sketches for site coordination. Ensure projects are executed according to design specifications while maintaining budget and timeline integrity.
- OCT 2021 - APR 2022  
LEGAL CLERK, THE SCHATT LAW FIRM, PLLC , Ocala  
Key Responsibilities and Achievements:  
Construction Law Support: Assisted in managing legal documents and communications related to construction law, helping maintain compliance for construction-related contracts and legal filings.
- JAN 2019 - MAY 2022  
ASSISTANT CREATIVE DIRECTOR, STRIKE MAGAZINE, UF , Gainesville  
Key Responsibilities and Achievements:  
Creative Project Management: Managed creative direction for 42 fashion and lifestyle photoshoots, overseeing each project from concept to completion, working with teams of photographers, stylists, and editors to ensure high-quality final products.  
Team Leadership & Collaboration: Led cross-functional teams including photographers, designers, and creative staff to execute successful projects, managing scheduling, client expectations, and the final presentation of print materials.  
Event Coordination: Organized and directed large-scale creative events, such as fashion shows and art auctions, effectively coordinating between different teams and managing timelines, budgets, and resources.