

STEPHANIE WEST

PROJECT MANAGER & INTERIOR DESIGNER

PROFESSIONAL EXPERIENCE

Project Expeditors Consulting Corporation

*Position: **Project Manager***

November 2012 –Present

- Supervise accounts for Bank of America & Dollar Tree construction projects in New York, New Jersey, and Connecticut.
- Manage multiple projects simultaneously through design, landlord approval, permit issuance, construction, inspections and closeout.
- Determine, submit and obtain all required approvals from governmental agencies for each project.
- Coordinate daily schedules for permit runners traveling.
- Review change order requests and prepare resubmission package for governmental agency approval, as necessary.
- Schedule and attend meetings with township engineers, building officials & town boards to facilitate permit approvals.
- Prepare and provide status reports to clients throughout the project.

Habjan Architecture + Interior Design

*Position: **Interior Designer***

March 2012 –August 2012

Consultant for the following Projects:

Brown Brothers Harriman & Co., Boston, MA -300,000 sq. ft.

- Drafted in AutoCAD all floor plans & interior fit outs for schematic design phase.
- Created renderings of interior space in SketchUp for conceptual process.
- Responsible for creating all graphics for presentations for client meetings.

Knewton Project- New York, NY- 16,000 sq. ft.

- Drafted in AutoCAD and prepared construction document set for interior renovations.
- Responsible for the selection of furniture & finishes.
- Managed and prepare submission packages for permits.

Appnexus- New York, NY- 30,000 sq. ft.

- Drafted in AutoCAD all sketches for change orders.
- Supervised and managed relationship with the furniture representatives.
- Organized & coordinated project photo shoot for magazine publication.

University of Pennsylvania

*Position: **Interior Designer, Facilities Planning & Operations***

March 2010 –August 2011

- Developed construction document sets for new construction and interior renovations.
- Led team project to develop new floor plans for new student lounges and professor offices.
- Organized and attended new project meetings, project walk-throughs and weekly team meetings.

EDUCATION

Drexel University – Antoinette Westphal College of Media Arts & Design

Bachelor of Science in Interior Design, CIDA accredited program

Minor: Business Administration

SKILLS

Computer:	AutoCAD	PowerPoint	Word	Google SketchUp
	Photoshop	Excel	Illustrator	3DS Studio Max

Languages:	French- Fluent
	Spanish- Proficient