

Emma Marshall

INTERIOR DESIGNER



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SUMMARY

A background in Interior and Floral design in addition to Project Management have given me a strong skill set which includes a clear and considerate communication style, creative and timely problem solving, a desire to be a participating and active team member, and an utmost respect for client and user satisfaction.

SKILLS

G-suite	● ● ● ● ○	Revit 2019	● ● ● ○ ○
Microsoft Office	● ● ● ● ●	Autocad 2019	● ● ● ● ○
CORE (cloud based ERP software)	● ● ● ● ○	Adobe Acrobat Suite	● ● ● ● ●
		Bloomnation	● ● ● ● ○

EXPERIENCE

Project Manager

INTECH Office Interiors [Jul 2019 - Present](#)

- Work with a cross-functional project team, including sales, design, operations, and installation through all phases of the project life cycle.
- Manage multiple projects at one time; each with different project goals, budgets, clients, and obstacles.
- Monitor project scope to ensure that all efforts are completed according to schedule and within budget.
- Prepare for and attend daily meetings with installation technicians.
- Ensure all projects are installed on time, accurately, and closed out prior to final billing.
- Clearly communicate to clients on all aspects of project scope and implementation.

Interior Designer & Project Manager

Morgan Group Architects, Inc. [May 2018 - Jul 2019](#)

- Understand and translate my client's vision, goals, and objectives into solid design concepts within budget and relevant to the architectural setting.
- Determine and communicate project scope, space planning requirements, and timely completion of documents with Architects, Engineers, and Contractors.
- Develop through Programming and Schematic Design the overall design of a project, using various methods including hand rendering, AutoCAD 2018, and Revit 2018.
- Coordinate the scope of Interiors with consultants and ensure project completion through active communication with contractors, developers, architectural team, and my clients.
- Select, specify, and procure FF&E based on healthcare design codes and requirements.
- Schedule routine appointments with dealers and representatives to stay current on the latest products.
- Create finish boards, specification binders, and graphic presentations to present to our clients.

Project Design Manager

Chicago Edu Institution [Jul 2010 - Aug 2016](#)

- Design and specify FF&E for classrooms and computer labs and overall project coordination for nine departmental clients relocating to the Liberal Arts Building, a brand new \$90 million construction project to house Liberal Arts highest performing college divisions.

- Managed and executed thirteen departmental relocations while simultaneously overseeing three renovation projects in five months' time. All moves were on time and total project cost was 15% under budget.
- Develop, plan, and implement project programming criteria, procedures, and standards for the Liberal Arts Facilities Department.
- Perform on-site reviews and report activities and resolution of project operating issues with staff.
- Acknowledged with an increase in pay every year of holding this position.

EDUCATION

Bachelor of Science in Finance

University of Chicago [Sep 2003 - Dec 2007](#)

CERTIFICATIONS

International Board of Architectural Design

NCIDQ [2015-05-09](#)

A certified Interior Designer with National Council for Interior Design.