

Jennifer Paddock

NCIDQ 026869

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OBJECTIVE

I have extensive hands-on experience in every step of the design process of commercial, hospitality, education, civil, religious, residential, and re-models. I am seeking a full-time career opportunity that will utilize my 15+ years of professional design experience.

DESIGN CAREER SUMMARY

After graduating from a FIDER and NASAD accredited interior design program I successfully passed all portions of the NCIDQ exam. I have held two increasingly responsible design positions. The first position was as a Senior Interior Designer at an Architecture/Civil Engineering Firm creating all design work from beginning to end. The second position, started in 2015. Project Manager not only handling all in-house design work, but also overseeing all construction, client communication, and financials.

JOB-RELATED SKILLS

Strengths include client communication, project bids, creating construction schedule, FF&E, and site inspection. Proficient in FF&E, AutoCad, SketchUp, Lumion, Photoshop, Microsoft Suite, and 3-D modeling.

WORK EXPERIENCE

Principal/Owner, Paddock Design Group, LLC, Chicago, IL , May 2020 – present

Opened and created my own design group in order to meet the demand of personal clients requesting my design services for high-end residential design and construction.

Project Manager, C. Merrill Construction, LLC, Statesboro, GA, May 2015 – June 2021

Communicated with clients and all contractors from beginning to end, created all design materials in electronic and physical formats, wrote project budgets, bid sets for subcontractors, and oversaw all project bids. Managed up to eight projects simultaneously while at different levels of completion. Handled all sized projects from small renovations to 2+ million-dollar constructions.

Senior Interior Designer, DPR Architecture (formerly Palmer Architects, Inc.) Statesboro, GA

January 2007 – May 2015

Responsible for conceptual design, design development, preliminary floor plans, and space planning. Elevated the interiors department into an intricate component of the firm. Created and conducted the firm's client presentations. Developed RFQ and RFP documents, budget charts, and the firm website.

EDUCATION

B.S. in Interior Design, Georgia Southern University, Statesboro, GA, Graduated December 2006

Internship, Centex Homes, Statesboro, GA, May – August 2006

MEMBERSHIP

ASID, Member

Phi Upsilon Omicron, Member

ASID Student Chapter, Communication Vice President, Fall 2006

Relay for Life, American Cancer Society, Team Captain, 2004 - 2008

