

@stephanie dziobecki

project management
interior design
visual design
cad

Cerritos, California

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Success oriented, skillful & dedicated Jack-of-all-Trades with extensive experience in the management, planning, & support of daily operational and organizational functions as it relates to various industries.

SPECIALTIES

Proficient in Microsoft Word, Excel, Powerpoint & Outlook, Adobe Photoshop and Illustrator, AutoCAD, SketchUp, PC and Mac operating systems; can type 50 words per minute with complete accuracy.

EMPLOYMENT

*Senior Store Construction Planner with
Hot Topic, Inc.
2016–Present*

- Work closely with vendors, tenants, coordinators and regulatory authorities to ensure successful and timely store openings.
- Develop schematic drawings for new store openings that represent new concepts while meeting established quality expectations and maintaining adjacency and fixture plans for all new stores.
- Coordinates the production of construction documents by all resources.
- Ensures scope of work, needs and code requirements are met on drawings.
- QA/QC Review of Architectural, Electrical, Mechanical, and Plumbing Drawings.
- Design and planning of store layout with high priority on value engineering and use of space dependent of several different scopes of work.

*CAD Designer with CDC Designs
2013–2016*

- Point of contact for obtaining, reviewing, maintaining, and converting architectural plans.
- Developed project design intent and goals for successful implementation.
- Generated working specification packets within deadlines and budget.
- Ensured compliance to all applicable codes and ADA requirements.
- Assisted the Project Manager with project administration from schematic through construction.
- Maintained constant communication with Lead Designers and team PM about project scheduling, ensuring that work accomplished was within allotted hours.
- Took as-built field layouts and dimensions and created accurate floor and ceiling plan backgrounds.

*Interior Designer with La-Z-Boy
2013*

- Scheduled professional home consultations to present customized room designs, including sample fabrics, furniture, tables and accessory recommendations.
- Executed and championed the In-Home Design process per company guidelines.
- Created grassroots opportunities to increase overall performance of the In-Home Design Program.
- Consistently achieved established In-Home program sales goals.
- Ensured that each La-Z-Boy customer had an informative and positive experience by using good customer service skills and knowledge of products.

*Studio Design Co-Manager with DesignerAtHome
2012–2013*

- Supervised a team of 6 designers ensuring that daily production goals and sale revenues were met.
- Worked with Founder on large in-house projects specifying product sales of over \$10,000.
- Provided exceptional customer service.
- Coordinated and implemented the online shopping cart to aid in profitability of company.
- Responsible for maintaining and organizing tracking system of client information and online orders.

*Data Analyst with Good Samaritan Hospital
2010–2012*

- Acquired, managed, analyzed, interpreted, and transformed data into accurate, consistent, and timely information, while balancing the “big picture” strategic vision with day-to-day details.
- Designed and generated related management reports on a regular basis and as requested.
- Audited reports for accuracy, consistency and completeness.
- Coordinated monthly Bioethics committee meetings.
- On-going verification of doctor credential files.
- Provided explicit documentation of EMR audits, on-going chart reviews, and medical forms.
- Detail checking of confidential client files, consent forms, Medicare notices, discharge logs, etc.

*Interior Designer/Design Assistant with RNL
2007–2010*

- Responsible for space planning, FF&E and material selection, and generating specification books.
- Created architectural drawings and construction documents using AutoCAD or Revit.
- Coordinated and scheduled meetings and lunch presentations with A&D representatives.
- Organized and maintained the firm’s material resource library.
- Created project material and digital boards for clients, presentations, and marketing purposes.

EDUCATION

University of Phoenix, 2010–2012

MBA, Business Administration and Management, General

Art Institute of Hollywood, 2006–2008

BS, Interior Design. President of ASID Student Chapter

References and samples of work available upon request.