

@stephanie dziobecki

project management  
interior design  
visual design  
cad

562.619.8157  
stephanie@dzignspace.com  
http://stephanie.dzignspace.com

References and samples of work available upon request.

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

## SPECIALTIES

Proficient in Microsoft Word, Excel, Powerpoint & Publisher, Microsoft Outlook, Adobe Photoshop and Illustrator, AutoCAD, Bluebeam, Procore, PC and Mac operating systems.

## EMPLOYMENT

**Senior Commercial Designer**  
Douglas Emmett  
2016–Present

- Interact directly with clients and their representatives to develop space plans that are consistent with tenants' needs and with landlords' guidelines.
- Draft detailed space plan program and construction documents.
- Provide project team coordination for the plans, specifications, and materials.
- Prepare contract documents and work with consultants, contractors, and regulatory agencies to meet overall project objectives.
- Participate in the construction administration of projects and review of submittals and samples.
- Assist in managing client expectations, team communication, and consultant coordination.

**Store Construction Planner**  
Hot Topic  
2016–Present

- Worked with vendors, tenants, and regulatory authorities to ensure successful, timely openings.
- Developed 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.
- Coordinated the production of construction documents by all resources.
- Ensured scope of work, needs and code requirements are met on drawings.
- QA/QC Review of Architectural, Electrical, Mechanical, and Plumbing Drawings.
- Designed and planned store layout with high priority on value engineering and use of space.

**CAD Designer**  
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**  
La-Z-Boy  
2013

- Scheduled professional home consultations to present customized room designs.
- 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.

**Studio Design Co-Manager**  
DesignerAtHome.com  
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.
- Maintained and organized tracking system of client information and online orders.

**Data Analyst**  
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.
- On-going verification of doctor credential files.
- Provided explicit documentation of EMR audits, on-going chart reviews, and medical forms.
- Detailed checking of confidential client files, consent forms, Medicare notices, discharge logs, etc.

**Interior Designer/Design Assistant**  
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.
- Created project material and digital boards for clients, presentations, and marketing purposes.

## EDUCATION

University of Phoenix, 2010–2012  
Art Institute of Hollywood, 2006–2008

MBA, Business Administration and Management, General  
BS, Interior Design. President of ASID Student Chapter