

## Work Experience

### Tracy New Design, Vancouver, British Columbia

Launched in 2002, a full service interior design consulting business. A focus on residential design, working closely with architects and contractors to make sure clients needs are correctly interpreted and fully met. As part of the consulting aspect, responsible for the archiving and procurement of fine art and photography. As an on-camera personality, worked on several television design projects. Promotional speaking engagements across the lower mainland communicating green design and trends to a wider audience.

### Senior Project Manager, Warren Sheets Design, Los Angeles, California

Responsible for all aspects of high end residential design throughout the U.S., including, overseeing trades, manufacture of case goods and upholstered furniture. Specification of window treatments and wall coverings etc. Responsible for overseeing purchasing and shipment of goods. Responsible for overseeing complete installation of projects. Worked closely with clients. Responsible for all areas of customer service and follow-up. Have had experience with larger Hotel contract projects.

### Administrative Assistant, Annie Young Interiors, Los Angeles, California

Performed administrative support to both partners of the firm. Co-ordinated and managed multiple priorities and projects. Responsible for general accounting and supervision of other studio staff. Maintained and catalogued all studio samples and design materials.

### Ken Hansen Interiors, Los Angeles, California

Reception and customer service. Responsible for booking appointments with clients as well as manufacturers for this very busy showroom. Managed customer service relations to provide exemplary service to all clients.

## Qualification Summary

Professional, experienced in working in a fast paced customer service oriented environment demanding strong organisational, technical and interpersonal skills. Confidant and poised in interactions with individuals at all levels. Resourceful and able to multitask effectively.

## Education and Training

Bachelor of arts degree, University of Waterloo, Ontario.

Neighbourhood Playhouse School of the Theatre, New York, New York.

University of Toronto continuing education creative writing program, Toronto, Ontario.

## Community Involvement

Extensive volunteer experience, includes involvement in public school fund-raising. The B.C. Cancer Agency, Canvassing for the Heart and Stroke foundation.

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