

ABOUT ME

My background in luxury residential and hospitality design reflects a commitment to excellence, innovation, and thoughtful integration of sustainable, inclusive practices. Guided by curiosity and a passion for evidence-based design, I create functional spaces that promote well-being, cultural expression, and meaningful connection.

EDUCATION

Academy of Art University | San Francisco, CA |
Master of Fine Arts in Interior Architecture and Design
Achievements: Spring Show 2025 Finalist

University of North Carolina at Charlotte | Charlotte, NC |
Bachelor of Arts in Global Studies, Sustainability and Development

PROFICIENCIES


Illustrator


Autocad


Revit


Design Manager


InDesign


Photoshop


Bluebeam


Microsoft Office

COMMUNITY INVOLVEMENT

International Interior Design Association
Northern California Chapter Member:
IIDA Member ID: 085894

American Society of Interior Designers
California North Chapter Member:
ASID Member ID: 2057539

COLLEGIATE INVOLVEMENT

Panhellenic Association | December 2018-2019
Executive Vice President of Recruitment

- Participated in the Association of Fraternity and Sorority Leadership & Values Conference to learn how to stimulate growth and development amongst all members through values based experiences and education
- Organized and scheduled pre-recruitment events aimed at marketing the Panhellenic experience to potential new members
- Educated Recruitment Chairs about feedback reports, timelines, and engagement strategies for the Panhellenic community

Alpha Chi Omega Fraternity | July 2017-2018
Vice President of Recruitment

- Attended Alpha Chi Omega Headquarters Recruitment Training conference to build leadership and group dynamic skills
- Conducted recruitment training seminars that provided 125 members with education and guidance for new member intake

PROFESSIONAL

Nicholas Vincent Design | *Designer* | San Francisco, CA | February 2025 - April 2025

- Lead the design process from concept development through installation, including programming, space planning, FF&E specification, and construction administration
- Oversee the full FF&E lifecycle—from sourcing and customizing furnishings to preparing client presentations and managing purchase orders with vendors
- Manage and coordinate all aspects of project installations—both locally and for out-of-state projects—including scheduling, on-site administration, and final styling to ensure seamless execution and client satisfaction.
- Develop and maintain detailed FF&E spreadsheets tracking itemized specifications, room-by-room budgets, client funded deposit invoices, and procurement status.
- Proactively address and resolve all production challenges and on-site issues, including coordinating with vendors, managing unforeseen delays, and ensuring minimal disruption to project timelines and client expectations.

Nicholas Vincent Design | *Jr. Designer* | San Francisco, CA | February 2024 - February 2025

- Produced comprehensive construction document sets in Revit, including floor plans, furniture layouts, reflected ceiling plans, and interior elevations tailored to project-specific architectural needs
- Created detailed tagged schedules and specification packages for finishes, plumbing, lighting, and window treatments coordinating closely with general contractors to ensure alignment with budget, timelines, and design intent.
- Collaborated with cross-disciplinary consultants—including kitchen, mechanical, electrical, and historical code specialists—both on-site and virtually, to integrate technical systems into cohesive, code-compliant hospitality and residential design solutions.
- Contributed to various project installations with tight timelines, assisting in custom millwork design, nit and paint selections, furniture sourcing, coordinating with installers, and final styling.

KBM- Hogue | *Jr. Account Manager* | San Francisco, CA | October 2022- February 2024

- Developed and managed project documentation, including detailed budgets that optimize gross profit margins, timelines aligned with design development and lead times, and validation packages that illustrate proposed furniture and finish selections
- Leveraged sustainability expertise to research and specify Red List-free materials in alignment with LEED certification standards
- Assisted client presentations by sourcing alternative materials in real-time, articulating furniture characteristics, and capturing actionable feedback for revisions
- Conducted in-depth specification reviews prior to proposal issuance, ensuring accuracy through cross-referencing floor plans, validation packages, and project budgets

Swell Decor | *Interior Design Associate* | Charlotte, NC | October 2021- October 2022

- Designed custom floor plans and millwork using AutoCAD to deliver tailored solutions for each client
- Created cohesive design concepts by curating furniture and fabric selections from a range of trade vendors to reflect each client's aesthetic and functional needs
- Managed 7-10 client projects simultaneously, ensuring clear communication and seamless coordination through email and project management tools, while fostering strong, personalized relationships through regular design presentations.
- Developed a standardized welcome package to onboard new clients, outlining the firm's design process and service offerings, while also revamping the company website to improve user experience and showcase the design portfolio to prospective clients.

Restoration Hardware | *Swatch Librarian* | Charlotte, NC | May 2020- October 2021

- Delivered a high-end client experience by building meaningful relationships that encouraged continued investment and loyalty to the brand
- Applied operational management skills to coordinate designer availability, daily schedules, and areas of specialization, ensuring clients were matched with the most suitable design professional
- Guided clients through material selections by presenting upholstery, leather, wood, and metal swatch alternatives that aligned with their aesthetic and functional goals
- Supported trade appointments to strengthen relationships with industry partners, offering product expertise and fostering collaboration within the interior design community