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(812) 322 - 8824

# NICOLE POPLEWKO

INTERIOR DESIGNER

## PROFESSIONAL SUMMARY

Currently advancing expertise through a Master's in Fine Arts, focusing on wellness design, with a commitment to enhancing community well-being in urban environments. Interior designer with 5 years of experience specializing in sustainable design and wellness-focused environments. Skilled in REVIT and Adobe Creative Suite, with a proven track record in project management and creative consulting. Recognized for delivering innovative solutions, serving as a strong liaison on behalf of a brand, team, project, or client, and fostering strong client relations, aiming to enhance community well-being through thoughtful design.

## EDUCATION

DEC 2025

**Master of Fine Arts, Interior Architecture and Design, Academy of Art University, San Francisco, CA**

Academy of Art University Spring Showcase 2024 - IAD Designhaus

NEWH San Francisco Chapter Scholarship Recipient 2024

NEWH Member

MAY 2022

**Bachelor of Science, Public Relations, University of Florida, Gainesville, FL**

Strike Magazine Gainesville Runway I, II, IV 2020-2022 - Creative Director

Strike Magazine Gainesville House of Strike 2021 - Creative Director

## EMPLOYMENT HISTORY

JUN 2022 - PRESENT

**ASSISTANT PROJECT MANAGER, AROUITECTONICA INTERNATIONAL CORP. , Miami**

*Executive Assistant | Collections Manager | Administrative Support*

**Key Responsibilities and Achievements:**

**Project Coordination & Management:** Actively support senior executives, including the Founder/Principal Architect and Project Managers, in overseeing project schedules, team development, and the smooth execution of design and construction projects.

**Cross-Functional Collaboration:** Facilitate communication across diverse teams (design, construction, finance) and external consultants. Act as the central point of contact between internal teams and clients, ensuring alignment with design intent, and managing client relations effectively.

**Documentation & Contract Management:** Assist in the preparation, review, and management of AIA contracts, amendments, and negotiations with subcontractors, engineers, and designers. Ensure compliance with contractual terms and facilitate changes as needed.

**Project Tracking & Reporting:** Manage and track Deltek Vantagepoint data and generate project-specific reports to ensure projects stay on budget and timeline. Provide weekly updates to senior management, ensuring proper documentation and change order management are in place.

**Site Coordination & Project Support:** Contribute to the management of architecture and interior design accounts, ensuring timely collections and resolution of outstanding balances. Regularly participate in meetings with CFO and Project Managers to maintain a comprehensive understanding of project statuses.

**Mentorship & Team Development:** Provide guidance and mentorship to junior team members and coordinate training to improve internal processes and output.

**Design Support & Change Management:** Support design teams with project coordination, including CAD drawings and sketches for site coordination. Ensure projects are executed according to design specifications while maintaining budget and timeline integrity.

OCT 2021 - APR 2022

**LEGAL CLERK, THE SCHATT LAW FIRM, PLLC , Ocala**

**Key Responsibilities and Achievements:**

**Construction Law Support:** Assisted in managing legal documents and communications related to construction law, helping maintain compliance for construction-related contracts and legal filings.

JAN 2019 - MAY 2022

**ASSISTANT CREATIVE DIRECTOR, STRIKE MAGAZINE, UF , Gainesville**

**Key Responsibilities and Achievements:**

**Creative Project Management:** Managed creative direction and project timelines for 42 fashion and lifestyle photoshoots, overseeing each project from concept to completion, working with teams of photographers, stylists, and editors to ensure high-quality final products.

**Team Leadership & Collaboration:** Led cross-functional teams including photographers, designers, and creative staff to execute successful projects, managing scheduling, client expectations, and the final presentation of print materials.

**Event Coordination:** Organized and directed large-scale creative events, such as fashion shows and art auctions, effectively coordinating between different teams and managing timelines, budgets, and resources.

## SKILLS

AutoCAD REVIT

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BIM - Building Information Modeling

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Adobe InDesign, Lightroom, Photoshop & Illustrator

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Canva Design

Microsoft Suites (MW, PPTX, Excel)

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Project Management, Strategic Planning, & Client Relations

Creative Consulting & Sustainable Design Consulting

Campaign Creation

Logical Reasoning, Logical Structures

Diversity, Inclusion, and Belonging for All (LinkedIn)

Google Analytics Basics

Nielsen Audience Analytics

Hootsuite Certified

Social Marketing Certified