

ALLISON DEVCICH

INTERIOR DESIGNER

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SUMMARY

I am a passionate designer looking for a new opportunity where I can grow my career as a designer within an amazing company. My four plus years of design experience coupled with a strong business background make me a well rounded candidate for this future role.

SKILLS

- Extremely organized
- G Suite & MS Office
- Adobe Creative Suite
- Autocad & Vectorworks
- Studio Designer
- Upbeat & positive
- Team player
- Quick learner
- Self starter
- Strong work ethic
- Project management

EDUCATION

BACHELOR OF ARTS IN
BUSINESS ADMINISTRATION
| MARKETING &
ENTREPRENEURSHIP

Gonzaga University
Spokane, WA
Cum Laude - May 2017

STUDY ABROAD

Gonzaga in Florence
Florence, Italy
Spring 2016

EXPERIENCE

JUNIOR DESIGNER

Studio Collins Weir | Sausalito, CA | September 2020 - Present

- Schematic design, sourcing and development of interior finish and furnishings palettes
- Research and develop design to produce solutions and work within the studio's aesthetic
- Coordinate and manage relationships with client, architect, contractor, vendors and third parties
- Project management - lead projects through all phases of the design process
- Custom furniture and textile design
- Material sourcing and specifications
- Craft and develop visual presentations
- Generate construction drawings, details and documents
- Assist in maintaining office and material library organization

DESIGN ASSISTANT

Catherine Macfee Design | Berkeley, CA | November 2019 - September 2020

- Curated client design presentations using InDesign and Photoshop
- Communicated with vendors to monitor and track CFA requests, quotes, orders, design details and more
- Updated project floor plans and elevations in AutoCAD
- Assisted with sourcing fabrics, materials, finishes for client projects
- Managed project data and prepared reports, specifications, cost estimates, project budgets and other documents
- Handled all project purchasing activities in Design Manager

MARKETING ASSISTANT

Kidder Mathews | San Francisco, CA | April 2019 - November 2019

- Produced and assembled marketing presentations, proposals, flyers, newsletters, postcards, etc. using Adobe InDesign
- Used Adobe Photoshop and Illustrator to edit and enhance property photographs, marketing images and listing floor plans
- Prepared informational packages and maps for property tours, offering memorandums and proposals
- Provided administrative support for brokers by assisting with legal documents, proposals, invoices, executive summaries and more

DESIGN ASSISTANT

Kristi Will Design | Half Moon Bay, CA | September 2017 - April 2019

- Led all purchasing activities for projects and prepare monthly project invoicing and time billing statements
- Assisted in design process at all stages from concept to completion
- Organized an efficient and pleasant work environment for all employees by maintaining an organized design studio, leading all administrative activities and updating files and documents
- Advised Principal on marketing strategy and digital presence