

MONIQUE FARLEY

INTERIOR ARCHITECT & STRATEGIST



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Woodland Hills, CA

TECHNICAL SKILLS

AutoCAD LT 2017
Autodesk Revit Architecture
SketchUp
Adobe Photoshop
Adobe InDesign
Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Microsoft Publisher
Bluebeam
ProjectSpec

HIGH PERFORMANCE RATINGS

Creativity
Drive for Results
Written Communication
Priority Setting
Time Management
Problem Solving
Interpersonal Savvy
Conflict Management

EDUCATION

Strategic Design & Management, MS
Parsons School of Design,
New York, NY
May 2020

Interior Architecture, BS
UNC Greensboro,
Greensboro, NC
December 2011

"I want to recognize Monique for the outstanding support she provided me with the Convention drawings. She saved Choice time and money. Without her help, I would have had to hire C2K or another company to produce the drawings for us, which would have caused us to miss the completion deadline set by GES. Monique was able to complete this project, that was not part of her ongoing responsibilities, while doing her day-to-day job and had an outstanding attitude throughout the process."

- Kade Wane, Project Director—Architecture
Choice Hotels International

PROFESSIONAL EXPERIENCE

Design Project Manager

Pacific Office Interiors | Agoura Hills, CA | 11/ 2019 – 03/2020

Manages all aspects of interior design or large furniture procurement projects. Maintains all facets of project planning, logistics, project schedules, estimating, resource allocation, field verification, site management, and budget. Evaluates the design intent and determines programming requirements. Participates in the RFP/ RFI process from initial bid review, RFQ's discounting, project budgeting, and bid response. Develops design concept presentations including materials and finishes. Collaborates with the technical and studio designers to review and provide guidance on space plans, furniture typicals, renderings, etc. Reviews and amends project designs and working drawings throughout project lifecycle. Maintains and monitors installation schedules. Manages the overall profitability and budget of the project. Visits job sites to provide site analysis, takes field dimensions, videos, photos, or punch list walkthroughs post installations.

- Haworth Furniture Dealer
- California Lutheran University – Swenson Science Center Bid – 3-story 47,000 sq.ft FF&E procurement proposal estimating \$350,000.
- City of Camarillo City Hall Expansion – City Clerks, Atrium, Customer Service Area. Less than 2000 sq.ft. Space planning, FF&E selection and procurement, delivery, and installation. Project budget estimate: \$50,000.
- Grover Beach Police Department – Detectives Office – Less than 1000 sq. ft. Space planning, FF&E selection and procurement, delivery, and installation. Project budget estimate: \$25,000.
- System Source/ Netflix – FF&E Procurement only. Project budget estimate: \$175,000 - \$300,000
- Oxnard College – FF&E specifications as requested

INTERNSHIP

Intern

**Shermin Ata, Architect, PLLC
Greensboro, NC, 01/2011–05/2011**

Constructed floor plans, sections, elevations, and presentation boards for the Triad Math and Science School gymnasium project. Assisted in the material selection for the UNCG Graham bathroom renovation project completed summer 2011. Designed presentation boards. Rendered and created floor plans, elevations, and sections. Researched, selected, and ordered material samples. Participated in networking events with the Greensboro Chamber of Commerce.

PUBLICATIONS, AWARDS, & CERTIFICATIONS

“Lighting and Window Treatments 101”

HillRag Magazine, May 2014

“The End of the Bachelor Days”

The Washington Post House Calls,
December 2013

District of Columbia Realtors
License 2015–2018

University Scholars Award
Parsons School of Design
2018 - 2020

Provost Scholarship
Parsons School of Design
2018 - 2020

PROFESSIONAL EXPERIENCE, CONTINUED

Associate Interior Designer

Restoration Hardware | West Hollywood, CA, 10/2018 – 11/2019

Oversaw the interior design process for small to medium scale, high-end residential design projects including design consultations, site visits, design conceptualization, space planning, FF&E selections, project management, and installation. Customized residential interior design projects including 2D construction documents, product renderings, product samples, and material swatches. Collaborated with Gallery Interior Design team on large-scale interior design projects. Worked closely with the Project Coordinators, Design Consultants, AutoCAD Specialists, Gallery Leaders, Customer Support Specialists, RH Trade Team, and Warehouse & Delivery Team.

- Developed the RH Custom Drapery Training Manual for the California Market.
- Created and facilitated multiple 1-on-1 and group custom drapery trainings and business organization training for new hires and current employees.
- September 2019 Employee of the Month – RH Award Winner

Design Project Specialist III

Choice Hotels International | Rockville, MD, 8/2017 - 7/2018

Reviewed an estimated 100 new construction hotel property design submissions. Assisted franchisees, contractors, and procurement companies through the newly revised Interior Design pre-opening process (interiors construction project management). Reviewed all custom design submissions for New Construction and Renovation properties. Worked closely with the Architecture & Construction Department, PIP’s team, and Opening Services Department to accelerate new construction hotel openings. Provided key support in the largest renovation initiative in the history of Choice Hotels through the Comfort brand’s “Move to Modern Initiative.”

Senior Coordinator - Interior Design

Choice Hotels International | Rockville, MD, 12/2015 - 8/2017

Provided interior design support for all midscale and economy hotel brand prototype specifications/products for pre-approved/prototypical interior design brand schemes. Maintained and updated all revisions of FF&E specification databases of over 500 specifications, for all brands, on a quarterly basis including the addition of new vendor products, cost matrix updates, creation and updating of master spec books, and design submittal forms. Conducted hotel precedent studies for all hotel brands for various design initiatives. Created design board presentations. Maintained design resource library. Scheduled all vendor product presentations for new product evaluation in the hospitality industry.

- Assisted the Interior Designer I in the design of the new Pre-Approved Quality Inn guestroom design package. (January/February 2016)
- Supported the Senior Interior Designer in the product development, final review and red-lining of final draft construction drawings, generated AutoCAD drawings illustrating the new renovation layouts for the 4 existing prototypes, and creation of the FF&E Specifications for the new Sleep Inn prototype launched Spring 2017.

REFERENCES

Kimberly Marner, (301) 592-5000
Project Manager (Supervisor)
Choice Hotels International
Rockville, MD
Kimberly.marner@choicehotels.com

Emily Scandy, 1 (800) 367-2884
Senior Designer (Supervisor)
Pulte Group
Fairfax, VA

J. Allen, (302) 533-8446
Principle Designer and Owner
(Supervisor)
Perceptions Interiors, LLC
Washington, DC
jallen@perceptionsinteriors.com

Bobbi Stalker, (310) 652-0323
Gallery Leader (Supervisor)
Restoration Hardware Melrose
West Hollywood, CA
bstalker@restorationhardware.com

Eva Eastman, (818) 735-0333, ext. 210
Accounts Manager (Supervisor)
Pacific Office Interiors
Agoura Hills, CA
EEastman@poi.bz

Andrea Mason, (805) 441-6193
Jr. Designer (Co-Worker)
Perceptions Interiors, LLC
Washington, DC
andreak@perceptionsinteriors.com

Jessica Tate-Williams, (202) 210-0026
Interior Designer (Co-Worker)
Choice Hotels International
Rockville, MD
jessicatate_williams@msn.com

Gerry Donnelly, (240) 441-0753
New Construction Senior Project
Manager (Co-worker)
Choice Hotels International
Rockville, MD
donnellyg@wowway.com

PROFESSIONAL EXPERIENCE, CONTINUED

- Collaborated with the Clarion Brand Director as the Lead Interior Designer in the creation of 2 new Pre-Approved Clarion Inn guestroom design packages launched Spring 2017. Assisted in development of new brand Clarion Pointe.
- Collaborated with the Brand Team and the Graphics Department to develop the new Comfort Brand Look Book, Design Submittals, and additional documentation.

Interior Designer I

Pulte Group | Fairfax, VA, 10/2014-10/2015

Designed model homes for the Coastal Carolina (Southern North Carolina and South Carolina) and Northeast Corridor (New Jersey and Pennsylvania) divisions. Responsibilities included space planning, FF&E selection, and cost management & budgeting with approval from Interior Designer III. Coordinated vendor lead times with building timelines. Coordinated subcontractor work, including warehouse and drapery workroom contacts, and wallpaper installers. Tracked and maintained all interior furnishings for future use. Provided furniture space plans to architectural services for electrical and floor break requirements.

Junior Interior Designer

Perceptions Interiors, LLC | Washington, DC, 09/2013-10/2014

Planned, designed, and furnished interiors of residential, home staging, and commercial properties. Formulated designs which were practical, aesthetically pleasing and conducive to intended purposes, such as improving lifestyle, raising productivity, or selling merchandise. Estimated material requirements and costs. Presented designs to clients for approval. Advised clients on interior design factors such as space planning, layout, utilization of furnishings or equipment, and color coordination. Subcontracted the fabrication, installation, and arrangement of carpeting, fixtures, accessories, draperies, paint and wall coverings, artwork, furniture, and related items. Rendered design ideas in forms of paste-ups or drawings. Instrumental in new design package: Perceptions P.R.O Consultation Package

- Managed the interior design interns.

Interior Designer

LA-Z Boy Furniture Galleries | Waldorf, VA, 02/2013 – 09/2013

Interior Design Assistant | Alexandria, VA, 04/2012 - 01/2013

Designed, created, and sold comfortable and functional environments that represented clients' lifestyles, tastes and budgets. Provided professional design consultations through the La-Z-Boy In-Home Design program. Scheduled professional home consultations to present customized room designs, including sample fabrics, furniture, tables and accessory recommendations through 2D construction drawings and 3D visuals. Supported in-store design-related functions in the store such as opening and closing the gallery and maintained an up-to-date, customized portfolio, including "before" and "after" pictures of previous In-Home design projects.

- Served as a key-holder and member of the managerial team.
- Assisted in managing a gallery team of 10 - 15 employees.