

Joan Jenquin interior designer

224 S Sunflower Ct.
Oconomowoc, WI 53066

Phone: 262-719-9884
E-mail: joan.jenquin@gmail.com

SUMMARY Creative, organized, detail oriented **Interior Designer** seeking new challenges in Interior Design or Related Field. Very flexible; Available for full time or part time employment, or consultation on individual projects, Over 10 years experience designing commercial interiors. Involved in all facets of interior design.

SKILLS INTERIOR DESIGN

- Design offices, healthcare, senior living, dental clinics, schools and residential.
- Develop interior design from initial concept through completion, including: programming; space planning; interior details; lighting; selecting materials, finishes, colors, office systems, furniture, window treatments, plants, accessories, artwork and graphics.
- Create interior illustrations and color / material boards.
- Present designs to clients.

TECHNICAL

- Experience in AutoCAD, Design Express, Giza, Planit Millenium, Dentacad, Word, Excel and Outlook.
- Knowledge of Power Point and Photoshop
- Prepare construction and installation drawings, interior detailing, specifications, schedules, bid documents and orders.

PROJECT MANAGEMENT

- Team player working with owners, architects, consultants, contractors and vendors for successful projects
- Interview clients; define project requirements; prepare proposals, presentations and budgets.
- Coordinate bidding, monitor project progress, oversee installations, and follow-up on projects.

PROJECT HIGHLIGHTS

- 58,000 square foot Corporate Headquarters and training facility.
- 145,000 square foot, 52 bed replacement hospital.
- Administrative Offices
- 33,000 square foot senior living facility with 20 assisted living apartments and 20 dementia care units.
- 125,000 square foot ambulatory care center and clinic.
- Diagnostic Imaging Center remodeling.

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EXPERIENCE

Drexel Interiors
Interior Design Sales Brookfield, WI
May 2005 – August 2008

- Designed and sold custom window treatments (blinds, shades and draperies) and wallcovering.
- Advised customers in the showroom and their homes on the selection of products.
- Ordered products, coordinated installation and followed job to completion.

Summit Smith Healthcare Facilities
Interior Design Consultant Waukesha, WI
May 2001-May 2005

- Designed interiors for healthcare facilities.
- Developed project requirements and FF&E budgets.
- Created space plans and design concept.
- Prepared presentations and illustrated interiors.
- Selected and specified FF&E. Drafted plans. Managed bidding.
- Oversaw furniture & equipment inventory. Integrated new furniture with existing furniture.
- Selected materials and colors. Prepared finish schedules and plans.
- Selected artwork, plants, and window treatments.
- Oversaw installations.

Weisflog's Home and Remodeling Showroom
Kitchen and Bath Designer Pewaukee, WI
May 2000-April 2001

- Designed and sold kitchens and baths.
- Prepared quotes, proposals and specifications.
- Created floor plans, elevations and illustrations.
- Processed orders and tracked projects.

Sullivan-Schein Dental
Office Planner West Allis, WI
1998-1999

- Designed dental offices.
- Created space plans, construction drawings, equipment and ceiling plans.
- Contacted furniture manufacturers to establish accounts.

CJ & Associates, Inc.
Interior Designer New Berlin, WI
1997-1998.

- Designed corporate offices and medical clinics.
- Defined project requirements.
- Created space plans, presentations and proposals.
- Selected and specified FF&E.
- Drafted construction and installation drawings.
- Oversaw installations
- Developed and implemented corporate standards.

AFFILIATIONS

WRID (Wisconsin Registered Interior Designer), ASID, NCIDQ,

EDUCATION

BFA - Layton School of Art, Milwaukee, Wisconsin