

Julie L. Hoffmann

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Career Summary

An innovative interior design professional with over 13 years of planning and project implementation experience in office, retail, government, and healthcare markets. Adept at initiating and maintaining relationships with customers and key internal team members. Employers and customers benefit from a conscientious, detail minded approach to projects.

Professional Experience

FORRER Business Interiors, Inc., Milwaukee, WI

Designer (March 2000 – March 2009)

Space planning, interior finishes selection, and specification of furniture for commercial clients. Responsible for project programming, creation of drawings and other presentation materials, and bill of materials to be ordered. Facilitated verbal and written communication between architectural/design partners, trades, suppliers and field staff. Continually collaborated with internal departments (sales, account coordinators, project management and operations) to guide project to completion.

- Expert in specification of numerous contract furniture lines. Extensive knowledge of Steelcase and partner company products.
- Specialist in healthcare projects, including clinical, office and public areas. Well-versed in performance requirements related to furniture and finishes in the healthcare environment. Recognized as knowledge resource for healthcare projects. Guest Lecturer at UW-Stevens Point.
- Dedicated designer supporting The Kohler Company. Translated conceptual drawings generated by customer's internal design department into technically accurate furniture plans and specifications. Executed complex furniture reconfigurations regularly.
- Consistently and successfully carried project loads totaling \$2,500,000.00 in furniture sales annually, and exceeded \$6,000,000.00 in 2008.
- Represented design department on cross-functional team to develop new processes & best practices.
- Highly proficient in AutoCad 2007, CAPStudio, Microsoft Office. Trained fellow designers in AutoCad and CAPStudio.

Target Commercial Interiors (formerly Rowley Schlimgen) Madison, WI

Senior Interior Designer (June 1998 - February 2000)

Interior Designer (November 1995 - May 1998)

Space planning and furniture selection/specification for commercial projects in office, government, and educational markets. Attended client meetings and presentations, selected and specified furniture and finishes, and created project drawings & documents. Teamed with sales, project management, and installation staff to ensure success of projects.

- Developed floor plans and furniture layout for new headquarters of large non-profit agency in Madison.
- Managed reuse of existing product and new product orders for a 12 month project that consolidated 6 existing locations into 1 new location.
- Performed as single point of contact for ongoing UW-Madison project. Gathered project information, created drawings, and prepared sales proposals.

**Professional
Experience**

The Bombay Company

Brookfield, WI

Sales Associate (May 1997 – December 2007)

- Retail sales (part time) of home furnishings, lighting, wall décor and accessories.
- Trained new associates on product & sales techniques.
- Maintained product displays and signage in accordance with corporate visual merchandising standards.

Education

University of Wisconsin – Stevens Point

Stevens Point, WI

Undergraduate (September 1990 - December 1994)

- Bachelor of Arts - Interior Architecture (FIDER Accredited)
- French Minor
- ASID Student Chapter President 1993-94

**Professional
Development**

American Society of Interior Designers

- Allied Member 2000 to present
- Professional Liaison to UWSP ASID Student Chapter 2001-2002

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