



# Paula Dixon

Interior Designer

## CONTACT ME

(832) 283-5913

pcireland@yahoo.com

www.dsquaredinteriorshtx.com



SCAN ME

QR code to website

## EDUCATION

### Interior Design

**Stephen F. Austin State University**

Graduating May 2023

GPA 4.0

### Business/Marketing

**University of Houston Downtown**

Graduated May 2012

## TECHNICAL

AutoCAD

SketchUp

Microsoft Suite

Adobe Suite

Revit

## INTERPERSONAL

Communication; Written and verbal

Time Management; Self starter

Team Player; Leader

## AWARDS

ASID Shining Star Winner 2022

Junior League of Houston 2014-Present

## WORK EXPERIENCE

Interior Designer

June 2022-Present

### Linda Eyles Design

- Created a design plan to reduce billable hours and organize projects by 18%
- Managed multiple projects from schematic design to completion while meeting deadlines
- Space planned, sourced for all finishes soft and hard, created custom furniture and decorative items
- Implemented design intent with the use of 2D and 3D software systems

Design Assistant/Social Media Manager

November 2021-June 2022

### Burgess Loh Interiors

- Increased social media presence and brand recognition by 22%
- Created a vendor database and process to reduce billable hours by 20%
- Worked as a liaison between clients and third-party suppliers, making sure the design concept was implemented through proper communication
- Sourced for furniture, fixtures, and equipment and implemented items into construction documents and 3D renderings for presentations

Design Intern

October 2021-December 2021

### Kathy Andrews Interiors

- Worked with the design team to complete design presentations for nationally renowned home builders
- Implemented design concepts into projects and helped to install based off construction documents
- Created design plans based on floor plans, budget, and product lead times

Special Projects Intern

September 2021

### McCoy Rockford Interiors

- Followed construction documents to finish out the install for Marathon Oil while working with PDR architects to follow design intent

Business and Marketing Careers

2014-2021

### Various Firms

Project Coordinator

April 2013-December 2014

### Westheimer Plumbing and Hardware

- Managed and maintained several design projects working with nationally acclaimed architectural firms, design firms, homeowners, and builders
- Implemented a new organization method to reduce late projects by an average of 30% quarter to quarter

Cosmetology Careers

2005-2014

### Various Businesses