ELENA GRACE
DESIGN

ELENA RUNGE

Interior Designer

CONTACT

✉ elenagracedesign@gmail.com

EDUCATION

BACHELOR OF ARTS: INTERIOR ARCHITECTURE AND DESIGN

2020

Concordia University
Mequon,Wisconsin

COMPUTER SKILLS

AutoCAD
Revit
Sketch Up
Adobe Photoshop
Adobe Illustrator
Microsoft Office Suite
Bluebeam

SOCIAL

○ @elena_grace_design

ABOUT

Elena is a creative interior designer with a background in project management, space planning, and computer-aided design, seeking to take the next career step with a respected design firm focused on creating world-class healthcare, hospitality ,outdoor or living spaces. Expertise in coordinating all facets of design, from A&E approval to FF&E selection to spacial planning and final delivery. Elena thrives in a changing environment and has the desire to learn and diversify her skill set through the process of design.

CORE QUALIFICATIONS

Interior and Healthcare Design	Basic Graphic Design
Team Leadership	Branding
Vendor and Client Relations	Consulting
Project Management	Colour Palette Picking
Space Planning and Utilization	Material Sourcing

EXPERIENCE

INTERIOR DESIGNER INTERN

Senior Project House Rebuild in Slinger, Wisconsin | June 2019 - Present

- Assisting the homeowners with the design and aesthetic after a slow burn fire
- Establishing a professional and honest relationship with the homeowners so we can collaborate on design intent for their home
- Provide professional space planning and design concepts
- Hand picking materials and finishes that reflect the homeowners vision

INTERIOR DESIGN INTERN

Direct Supply-Aptura Milwaukee, Wisconsin | June 2018 - Dec 2019

- Assisted designers with day to day activities such as creating design boards, specification binders and ordering material samples.
- Prioritized internal work load database to support project timelines by promptly completing designated tasks.
- Provided CAD support by tagging furniture, softgood and artwork files and completing necessary redline adjustments.
- Helped update Legend and Schedules in order to make sure projects are completed on time and meet customer expectations.