

# YANNETTE LEBRUN

## INTERIOR DESIGN PROJECT MANAGER

### CONTACT



301-602-6271



yannettelebrun@idbusinesscollege.com



Portfolio Website:  
www.yldinteriors.com/portfolio  
password: 0725



Gaithersburg, Maryland

### SKILLS

Operational Support, Contracts and Proposal writing.

Managing All Phases of Design: Site Survey, Programming, Design development, Construction documentation, Construction Administration, Project Management.

Managing designers and consultants.

CAD, Design files, Bluebeam, Microsoft office, Adobe

Interior Product Specification Writing and reviewing.

Coordination with MEP consultants and trade sources.

Effective delegation techniques with hired consultants & Junior design staff.

### EDUCATION

#### Bachelor of Science Interior Design

#### University of Bridgeport

- Course work emphasized primarily commercial and residential space planning and design.
- Computer aided architectural drafting and presentation techniques.

Courses also included:

- Furniture design
- Lighting Design
- Photography
- Business practices
- Graphic Design
- Color Design theories
- Social Psychology
- Art History

Accreditation: National Association of Schools of Art and Design (NASAD)

### WORK EXPERIENCE

#### Fractional Project Manager and Business Coach

Interior Design Business College (IDBC), Gaithersburg, MD

April 2018- Present

- **Fractional Project Manager:** Provide end-to-end project leadership for developers, builders, commercial property owners, and hospitality operators keep renovation and construction projects on track. I manage planning, budgeting, scheduling, coordination, and communication to ensure accurate and efficient delivery.
- **Interior Design Business Coach & Operations Manager:** Help interior designers streamline operations, refine services, strengthen marketing, and implement systems that support sustainable, profitable business growth.

#### Lead Designer/ Fractional Commercial Space Management

YL Designs Interiors, Gaithersburg, MD

April 2017- Present

- Virtual residential interior design services.
- Managing the day-to-day operation of a design studio while working with various trade vendors while overseeing work of hired consultants.
- Creating and ensuring adherence to project schedules, budgets and product specifications.
- Leading initial client onboarding and consultation meetings. Presenting designs to clients during presentation meetings and conducting weekly progress meetings.
- **Fractional Interior Design Contractor:** Providing commercial space planning and space management services. Collaborating with management and tenant organizations.

#### Interior Design Adjunct Instructor

Montgomery College, Rockville MD

August 2018-January 2019

- Teaching interior design lecture and studio courses for residential and commercial design.
- Creating a course syllabus as well as coordinating and creating presentation lessons and inviting special guest speakers to enhance the lectures.

#### Interior Design Project Manager

GTM Architects, Bethesda, MD

October 2016-March 2017

- Managing commercial office interior projects from schematics to construction administration. Meeting with clients to determine scope of work and creating design proposals to meet the clients needs.
- Leading and managing a team of designers. Providing direction and assigning tasks to be completing to meet specific deadlines.
- Providing drawing reviews and coordination with MEP (Mechanical, electrical and plumbing) consultants, lighting consultants and various trade sources..

#### Interior Designer

HVS Design, Rockville, MD

May 2012-September 2016

- Leading interior designs of hotels ranging from 80,000 to 200,000 SQFT. from schematics to construction administration and final punch list.
- Participating in all phases of design from schematics to DCs. Creating contract documents sets while working on schedules, budgets and product specifications.
- Coordinating with various trade sources such as MEP, lighting and art consultants.
- Adhering to brand standards and submitting design packages for review and approval.
- Providing construction administration, answering RFI's, reviewing shop drawings, submittals, evaluating bid proposals, participating in on-site construction visits, conducting pre- and post-occupancy evaluations.
- Providing guidance and training and supervision of junior design staff and interns.

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Gaithersburg, Maryland

### EXPERTISE

- Creative and innovative space planning solutions for residential and commercial spaces.
- Virtual design (E-design) creating and managing design services virtually.
- Business management and organizational support: Setting up systems and processes.

### WORK EXPERIENCE

#### Interior Design Adjunct Instructor

Cuyahoga Community College, Highland Hills, OH

November 2011- May 2012

- Teaching Studio II Commercial Interior Design course. Course included space planning, drawing, specifications, materials and sources, methods, presentation, finishes, furnishings, and color theory.
- Creating syllabus and course curriculum with projects outlined featuring various commercial design industries.

#### Interior Design Consultant

Freelance, Mayfield Heights, OH

October 2009- May 2012

- Consulting and assisting local design firms with commercial and residential projects. Providing drawings, specifications, presentation boards.
- Providing project management, purchasing, trade source coordination, project record keeping, site supervisions and punch lists.

#### Lead Interior Designer

Goldman Design Group., Greenwich, CT

May 2008-September 2009

- Interior Architectural planning and design for restaurants, bars, retail spaces.
- Producing a set of construction documents including custom millwork and specialty design details. RFP submittals and guideline adherence.
- Design coordination with architects, consultants and vendors.
- Attend design and coordination meetings with client, subcontractors, architects and Airport or mall authority.
- Composing material presentation boards and 3D color renderings. Design interior branding, graphics and signage.

#### Principle Branch Interior Designer

WB Mason, Stamford, CT

June 2007-February 2008

- Providing space planning and interior design services for commercial offices clients.
- Producing architectural design plans with Cad, product research, presentation boards, finish selections and bid specifications using CAD and CAP (20/20) software.
- Providing all phases of design services using systems furniture for office design.
- Responsible for all Design projects in city branch.

#### Interior Designer

Lisa Knight & Assoc., Norwalk, CT

August 2004 to June 2007

- Space planning and interior design of primarily hotels, assisted living facilities, and offices.
- Conducted preliminary inventory work, site survey, presentation boards, architectural planning with Cad, budgets, product specification, supervision of installation and punch list.
- Designed custom case good furniture and upholstery.
- Meeting with trade vendors and consultants while maintaining and updating product library.