

ALEXANDRA MANIS

INTERIOR DESIGNER

Profile

Creative and highly organized Interior Architect and Designer. Strong artistic background, solid technical skills, exceptional time management, and ability to learn quickly combine to make a valuable asset to any project.

EXPERIENCE

Interior Designer

HPA Design Group | 2024 - Present

- Oversee projects through all phases of design: schematic design, design development, construction drawings, construction admin, FFE, installation
- Ensure job success by coordinating with clients, contractors, architects, engineers and other consultants
- Manage & coordinate installs
- Continue to execute Junior Interior Designer duties, including vendor coordination, documentation, and budget management

Junior Interior Designer


HPA Design Group | 2022-2024


- Maintain strong relationships with vendors and sales representatives to keep informed about new products and obtain material samples
- Produce documentation, detailed drawings, and specifications that adhere to any applicable building codes and ADA guidelines throughout the project lifecycle
- Provide support to managers and other designers whenever able
- Create furniture, art, and accessory packages and manage the corresponding budgets

Design Assistant

Chameleon Design | 2020 -2022

- Created project specification packets, including furniture, materials, fixtures, and wall and window treatments; and reviewed and corrected construction documents
- Executed and implemented designs by writing purchase orders; selecting and purchasing accessories and bedding for projects; delivering furniture, art, and accessory boxes to installers; and running errands as necessary
- Ensured projects met client needs by maintaining project budgets and timelines and holding client meetings and walkthroughs

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 in/alexandramanis/

 alexandramanis.com

EDUCATION

Bachelor of Interior Architecture and Design | Architecture Minor

University of Idaho

LISCENSURE

National Council for Interior Design Qualifications (NCIDQ)

2024

SKILLS

- REVIT
- AutoCAD
- SketchUp
- Adobe: Photoshop, Illustrator, InDesign
- Microsoft Office Suite
- Fohlio
- Hand drafting
- Construction & painting skills
- Time management
- Multitasking
- Collaborative and reliable
- Proactive problem solver