

Rebecca M Goodman

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Education: Louisiana State University (LSU), Baton Rouge, LA
College of Art and Design - Bachelor of Interior Design
Graduated: May 2002

Employment:

Oulsnam Design Limited	Assistant Interior Designer Intern	Summer 2000
Ellis Electric Company	Secretary / Bookkeeper	1991 – 2001
Noland & Wong	Interior Design	Nov 2004 – May 2005
Dimensions In Design	Design Team	May 2005 – Dec 2005
Arnold & Associates Interiors, Inc.	Designer/Project Manager	Jan 2006 – March 2007
Goodman Design, LLC	Owner	July 2007 - Present

Employment Overview:

Goodman Design, LLC, Greenwell Springs, LA

- Designer for interior spaces
- Meet with clients for design consultation and space planning
- Draftsperson
- Office Manager
- Marketing Administrator
- Select & coordinate the following: interior & exterior color palettes, plumbing & lighting fixtures, & materials and finishes for individual clients / contractors
- Develop finish schedules, material boards, and design sketches for contractor/ homeowner use
- Contract work for Architects, Engineers, and Contractors

Arnold & Associates Interiors, Inc., Baton Rouge, LA

- Space planning layouts
- Client and consultant coordination
- Prepared bid packages, quotes, and construction drawings for multiple clients
- Compiled information & records to prepare purchase orders for procurement of materials
- Compared prices, selected fabrics and finishes for multiple clients

Dimensions In Design, Baton Rouge, LA

- Space planning layouts
- Maintained and updated resource library
- Attended meetings with clients
- Designed material boards for clients
- Construction drawings (i.e.: elevations, sections, floor plans, and finish schedules)

Noland & Wong, Baton Rouge, LA

- Space planning for Government Offices
- Developed program book for space planning projects
- Designed material boards for clients
- Construction drawings (i.e.: elevations, sections, floor plans, and finish schedules)

Oulsnam Design Limited, Derbyshire, England - Summer Internship

- Assisted Interior Designer, Project Managers, and clients
- Space planning layouts
- Designed / presented material layout boards for clients (sketches and renders)

- Sketched and hand rendered for presentation boards for clients
- Updated literature and samples for future and existing projects
- Research development / specifications
- Attended site visits on regular basis
- Attended meetings with clients on job performance
- Designed layout for new store
- Designed a menu display for Le Meridian Hotel's dining facility

Ellis Electric Company, Denham Springs, LA

- Handled accounting functions such as: billing, accounts receivable, accounts payable and payroll for 30 plus employees
- Daily office operations included: planning and scheduling jobs for work crews, and corresponding with clients regarding jobs
- Maintained inventory
- Visited jobsites and / or called in locates from plans / sketches to Louisiana One Call (LOC) and coordinated projects with coordinating utility companies, clients, and customers
- Dispatched for client / customer / field crews / office communication (2 – way radios)
- Assisted in producing daily, monthly, quarterly, and yearly job status / completion reports to clients

Computer Skills:

- Microsoft Powerpoint, Excel, Outlook
- Adobe Photoshop
- AutoDesk AutoCAD – 2D drafting / 3D modeling
- Checkbook Solutions / Quicken / QuickBooks
- Design Express and Design Manager
- CAP Studio – 20/20 Technologies
- Team Design
- Serif Web Plus

References:

Lionel Bailey
Katie Boone
George Ellis
Jennifer Faust
Johnny Fuentes

Lionel F Bailey AIA Architect
Cockfield / Jackson Architects
Ellis Electric Co
JHF Design Studio, LLC
Advanced Construction, LLC

Baton Rouge, LA
Baton Rouge, LA
Denham Springs, LA
Hammond, LA
Denham Springs, LA