



Paula Dixon

Interior Designer

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SCAN ME

QR code to website

EDUCATION

Bachelors in Science

Stephen F. Austin State University

Major: Interior Design

GPA 3.97

Bachelors in Business

University of Houston Downtown

Major: Marketing

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 AutoCAD, Sketchup, and Photoshop

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 such as Eggersman, making sure the design concept was implemented through proper communication
- Sourced for furniture, fixtures, and equipment and implemented items into construction documents using AutoCAD and Sketchup 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 such as David Weekley Homes
- Implemented design concepts into projects and helped to install based off construction documents
- Organized design library to reduce billable hours for sourcing by 11%

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 such as Curtis & Windham, design firms such as Kara Childress, homeowners, and world renowned builders such as Tellepsen
- Implemented a new organization method to reduce late projects by an average of 30% quarter to quarter

Cosmetology Careers

2005-2014

Various Businesses