



CONTACT

📞 305-298-1655

✉ melissa_briceno@yahoo.com

📍 Miami, Florida

EDUCATION

Master of Interior Architecture
Florida International University
Miami, FL. 2018-2021

A. of Arts in Architecture
Miami Dade College
Miami, FL. 2014-2017

PERSONAL SKILLS

- Fluent in English and Spanish
- Creative problem solver
- Collaborative
- Time management skills
- Organized
- Detail-oriented
- Efficient
- Resourceful

TECHNICAL SKILLS

AutoCAD, Revit, SketchUp, Lumion, V-Ray,
Adobe Creative Suite, Microsoft Office

REFERENCES

Available Upon Request.

Melissa Briceño

Visionary and ambitious professional with 7+ years of experience in high-end residential interior design and construction project management seeks a position in a firm that focuses on workplace, mixed-use and institutional design. Proficiency in AutoCAD, Revit and Adobe Creative Suite, with demonstrated time management skills and a resourceful approach to seeking solutions.

EXPERIENCE

- 2021 - PRESENT **Create Group, LLC.**
Freelance Interior Designer
- Produce interior design sets for engineer/architect and contractor review.
 - Coordinate and collaborate with in-house designer for specifications and produce specification booklet to present to the client.
- 2017 - 2021 **High-End Residential Project Manager and Executive Assistant**
- Oversee and coordinate multiple projects simultaneously.
 - Collaborate first-hand with contractors, architects, engineers and vendors to create solutions on- and off-site.
 - Meet with city officials to expedite plans review processing.
 - Interpret and communicate information from city officials to MEP engineers and architects for revisions.
 - Design development and execution of drawing sets for client presentations, including 3D perspectives and specification booklets.
 - Sourcing and coordinating FF&E purchase and delivery for projects.
 - Coordinating vendors and subcontractors to meet deadlines.
- 2013 - 2017 **J Design Group**
Executive Assistant to Principal Designer
- Assist lead Interior Designer in preparing for client meetings of high-end residential projects.
 - Create visual presentations and material boards.
 - Coordinate contractors and vendors in an efficient manner to meet lead times and deadlines.
 - Maintain materials library and sources organized for maximum efficiency.
 - Maintain library of project control books and documentation.
- 2011 - 2013 **Realty World**
Receptionist and REO Division Representative
- Maintaining MLS database updated with new, pending and closed property listings, including REO properties for 80+ Real Estate agents.
 - Assisting in the process and coordination of REO property preparation.
 - Daily scheduling and follow ups for appointments.