

Victoria Dryden *Austin, TX*

T: (860) 235-5000
E: victoria@drydendesign.net

Career Objective

A position that will utilize my strengths: engaging with people; organizing; team building; project management; Grant Proposal and Spec Writing; research; reporting; collaboration; problem solving; project support; strong ability to manage multiple projects, priorities, and deadlines within budget

Professional Profile

Consummate proactive professional with over twenty years' experience. Strong work-ethic. Operates with high integrity. Life-long learner with a proven track record of meeting/exceeding objectives. Positively embraces new projects, opportunities, and challenges. Enjoys creating solutions, simplifying processes, and optimizing communications. Provides excellent internal and external customer service. Engages and collaborates well with all stakeholders to achieve successful results.

Key Skills & Competencies

- ◆ Microsoft Office Suite (Word, Excel, Publisher, Power Point, Project)
- ◆ Interior Design Project Management Software: Studio Designer, Studio Manager, TIM
- ◆ Solid understanding of building codes and experience researching requirements

Professional Experience

Specifications Writer/Installation Coordinator

Studio SIX5, Austin, TX, July 2019 – April 2020 (COVID-19 related staff cuts)

- ◆ Created order ready project furnishings specs for numerous projects simultaneously
- ◆ Produced and controlled multiple documents to back up purchase orders and facilitate effective and efficient installations
- ◆ Coordinated and led logistics with design team, clients and third-party installation vendors
- ◆ Directed on-site furniture installations
- ◆ Managed follow-up and punch lists to ensure project was completed according to StudioSIX5 standards and client expectations
- ◆ Participated in weekly meetings with Design Team, FFE tracking team, Company

Interior Design Consultant

Ethan Allen, Austin, TX, August 2018 – May 2019

- ◆ Created and presented custom design plans to achieve clients' design goals
- ◆ Quickly learned custom internal software systems
- ◆ Consulted with clients to clarify budget and design goals
- ◆ Met or exceeded benchmarks and sales goals

Owner & Principal Designer

Victoria Dryden, ASID interior architecture & design, New London, CT, August 2012 – July 2018

- ◆ Interior design and project management with sales and specifications of high-end furniture, fixtures, floor coverings, appliances, accessories and window treatments
- ◆ Created and presented rendered design plans and comprehensive proposals
- ◆ Specified detailed products and materials for each project
- ◆ Interfaced with design team members including architects, contractors, consultants, manufacturers, fabricators, and regulatory agencies
- ◆ Clarified clients budget considerations regarding products, materials, and design goals
- ◆ Produced alternate solutions to maintain quality and meet budget
- ◆ Submitted plans to zoning authorities for proper permits
- ◆ Real Estate design and staging, including Senior Living communities

Office Manager

Congregation Beth El of New London, CT, August 2016 - July 2018

- ◆ Reported directly to Board President and Rabbi
- ◆ Collaborated with Rabbi and Board of Directors for daily/weekly/monthly reporting
- ◆ Ambassador to congregation for community outreach and problem solving
- ◆ Created weekly and monthly bulletins, fliers, and reports for community-wide distribution
- ◆ Streamlined data collection for reporting
- ◆ Facilities management of a newly leased office spaces

Instructor, CE Interior Design Certificate Program

Rhode Island School of Design, Providence, RI, January 2009 – January 2014

- ◆ Courses included Project Management for Interior Designers, Residential Studio I: Living Spaces, and Principles of Interior Design
- ◆ Utilizing my professional network, created a panel of respected architects and interior designers to participate in student design critiques

Director of Administration and Interim Executive Director

Covenant Shelter of New London, CT August 2012 - December 2015

- ◆ Successful Grant Proposal writing and reporting to local, state and federal grantors (United Way, Dept. of Education, Community Development Block Grant, Pfizer, New London County Fund, Foundations and Corporations), increased Grant income by 54%.

- ◆ The Director of Administration position reported directly to the Executive Director. The Executive Director position reported directly to the Board Chair
- ◆ Oversaw budget for a 45 bed homeless shelter for families and single adults
- ◆ Facilities and Operations management overseeing the needs of the shelter, a warming center, and an apartment for five single adults
- ◆ Developed and maintained relationships with funders and social service providers
- ◆ Handled highly confidential information with thoughtful discretion
- ◆ Streamlined and organized data collection to improve reporting to state funders
- ◆ Responsible for fifteen administrative and staff management personnel

Owner & Principal Designer

Dryden Design, LLC, New London, CT, February 1999 - August 2012

- ◆ Grew Interior Architecture and Design firm from freelance design services to a full service LLC with two full-time employees and two part-time seamstresses to support the additional workload in the added curtain workroom
- ◆ Prepared construction documents, space plans and detailing for design team
- ◆ Submitted documents to local zoning authority
- ◆ Oversaw punch lists to address steps to completion of project
- ◆ Projects ranged from a two bedroom NYC apartment, interior design of a 5000 s.f. home in the mountains of North Carolina to restoration of an historic Connecticut farmhouse and an historic Inn in Mystic, CT
- ◆ Consulted with clients to determine and oversee budget and design preferences
- ◆ Represented clients as a liaison with architects, contractors, and fabricators
- ◆ 80% high-end Residential and 20% Commercial, Hospitality, and Institutional
- ◆ Anticipated client expectations to address potential problems
- ◆ Home Additions, FFE, prepared construction documents, furniture plans and details to implement design concepts
- ◆ Monitored production schedules while adhering to assigned budget
- ◆ Full Project Management from initial design to completion
- ◆ Custom furniture and cabinetry design

Design Manager

PGD&D, Stonington, CT, NYC, June 1996 - February 1999

- ◆ High-end Interior Design and Showroom with clients throughout New York and New England
- ◆ Oversaw two assistant designers and twenty-seven projects at a time
- ◆ Resourced, presented and proposed design plans for clients and managed sales of high-end furnishings, floor coverings and window treatments
- ◆ Oversaw and documented/reported on construction process and construction /manufacturing related issues

Education

Bachelors of Interior Architecture, Rhode Island School of Design, 1996

Five year professional degree prior to RISD's creation of the Master's Program in IA. Special Studios in Set Design w/ Eugene Lee and Furniture Design.

Bachelors of Fine Arts, conferred by RISD, 1996

Prior undergraduate work at Connecticut College (Art and Art History (two-year survey), Trigonometry) and Florida State University (core credits, Theater and Dance)

Professional Development

Actively participate in ongoing professional enrichment related to job requirements

- ◆ Certificate in Grant Proposal Writing

Organization Affiliations/Memberships

- ◆ American Society of Interior Designers member in good standing
- ◆ Certified by the National Council of Interior Design Qualification

Key Skills & Competencies *cont.*

- ◆ Experience with AutoCAD, SketchUp and room planning software, BIM
- ◆ Ability to efficiently manage multiple priorities/deadlines
- ◆ Excellent interpersonal and communication skills
- ◆ Strong communication skills including written, verbal, and presentation
- ◆ Active listening
- ◆ Conflict resolution
- ◆ High Emotional Intelligence-EQ
- ◆ Personal Integrity, High Ethics
- ◆ High discretion with confidential information
- ◆ Avid learner, problem solver
- ◆ Team Player
- ◆ Cross-functional collaborator
- ◆ Critical thinker
- ◆ Self-motivated with a superb attention to detail

Volunteer Experience

- ◆ Homeless to Hopeful (co-founder, 10 yrs. raising up to \$50,00/yr. to support Homeless NFP's)
- ◆ Habitat for Humanity (20+ years)