

Ashley Brooke Ward

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WORK EXPERIENCE

Interior Design Project Manager

June 2016 – April 2022

Eastern Shore Hospitality and Design

Daphne, AL

- Developed and implemented all aspects of the hotel design process including the initial design concept, client presentation, FF&E selection and purchasing, brand submittals, budgeting, bidding, scheduling and project management
- Prepared and distributed project documents, such as construction plans, furniture layouts, wall and floor finish schedules, interior elevations, casework shop drawings, vendor specifications and other relevant material
- Produced interior CAD drawings, created 3D renderings, analyzed blueprints, conducted material takeoffs, completed field measurements, executed property improvement plans (PIP), performed hotel site visits
- Maintained communication on a regular and timely basis to ensure all project participants (contractors, clients, vendors, hotel brand design team members, etc.) were informed of project status and required actions
- Demonstrated ability to manage multiple projects at once through effective time management and task prioritization
- Identified project-related issues and recommended necessary improvements, cost saving initiatives and substitutions to positively impact project budget/schedule
- Spearheaded the design and management of more than a dozen different hotel properties consisting of renovations, new builds and conversions

TV/Digital Content Producer

July 2014 – May 2016

WLOX-TV

Biloxi, MS

- Created and produced original news content for television and digital platforms
- Communicated directly with reporters, anchors, managers and editors determine relevant news and multiplatform needs
- Directed all web-based content, scheduled social media posts, created graphics, edited video, wrote compelling stories and sent out breaking news alerts
- Orchestrated guest appearances, tracked story leads, scheduled live shots and collaborated with studio team to ensure successful newscast
- Learned to work calmly and quickly in high-pressure environments with strict deadlines

Trade Show Sales Assistant

February 2014 – July 2014

Martelli Enterprises

Pensacola, FL

- Coordinated and assisted sales representatives with customers
- Managed all money transactions, shipments and product issues
- Prepared invoices, counted inventory and created daily reports
- Helped reach show goals by upselling products and reporting event progress

EDUCATION

University of Southern Mississippi

December 2013

Bachelor of Arts in Communication Studies, Minor in Public Relations

Hattiesburg, MS

- Study Abroad: British Studies Program through Southern Mississippi, London and Dublin, Summer 2012
- Major GPA: 3.8/4.0, Cumulative GPA: 3.4/4.0
- Member of Phi Mu Sorority, Communication Studies Association, Public Relations Student Society of America Chapter

SKILLS & INTERESTS

- **Skills:** AutoCAD, Bluebeam Revu, SketchUp, Spexx, Adobe InDesign, QuickBooks, Smartsheet, Microsoft Office, Procurement and Purchasing, Project Management, Commercial Design, Concept Development, Client Relations, Conflict Management, Presentations, Visualization, Creativity, Flexibility and Adaptability, Detail-oriented
- **Interests:** Creative writing, Bowling, Kickball, Rollerblading, Pure Barre, Mystery and thriller books