

# LISA FESS

*(executive project director)*

A highly creative, well-rounded, team player specializing in the implementation of design, business growth & branding strategy, marketing, project management, contracts and sales.

## *professional qualifications*

- Business Development, Key Relationship Building & Maintenance
- Integrity & Follow through
- Development of Strategic Plans & Initiatives
- Excellent balance of Business & Creative Focus, Quality & Efficiency
- Implementation, Business & Financial Analytics, Communications, Work Ethic, and Organization
- Strengthening Brand Initiatives
- Over 23 years Project Management experience/Producer
- Cultivation of highly collaborative teams
- Proficient Legal and Contractual knowledge
- High Exposure in Marketing, Budgets, Research & Development
- Skilled in Development, Design and Execution of Corporate Presentations
- Strong understanding of Design Processes
- Knowledgeable of trends, the application and selection of innovative Design finishes and building materials
- Proficient on PC and Mac
  - Office Products: Word, Excel, PowerPoint
- Adept at CAD, Revit, 20/20, Photoshop & Sketch-Up

## *education*

### **BACHELOR DEGREE IN INTERIOR DESIGN**

2020

*Seminole State College*

### **MASTER DEGREE IN BUSINESS ADMINISTRATION**

2006 EXECUTIVE MBA

*Rollins College, Crummer School of Business*

### **RITZ CARLTON LEADERSHIP PROGRAM**

2005- 2009

*Marina del Rey, CA*

### **BACHELOR DEGREE IN PRE-LAW/LEGAL STUDIES**

1995

*University of Central Florida*

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## *principal + designer*

DESIGN HAUS INTERIORS, FL

2020 - PRESENT (2 years)

Founder and Designer

Upscale Residential Interiors

**\*Registered for IDFX / NCIDQ – October 2022**

## *executive project director*

FULL SAIL UNIVERSITY, WINTER PARK, FL

2002 – PRESENT (20 years)

Key Relationship Building for Business Expansion & Development

Team Lead & Executive Liaison for CEOs

Operations & Marketing team for CEOs of Multi-million-dollar companies

Legal Coordinator for Mergers, Acquisitions & Investment Opportunities

Preparation & Organization of Due Diligence, Corporate Documentation & Presentations

Project Management for Executive Business & Personal CEO Directives

VIP Point of Contact & Public Relations for CEOs/Political, Personal &

Corporate Communications

Schematic & Systematic Operational Design Structures &

Implementation to Strengthen Brand Initiatives

Executive Event Coordination & Team Travel

## *project manager + paralegal*

JACKSON & MASON, PA, JACKSONVILLE, FL

1995-2002 (7 years)

Corporate, Civil, and Family Litigation/Trial Prep & Support

Client Relations

Drafting & Review of Contracts and Legal documents

All Corporation Filings & Real Estate Closings

Legal Research

Human Resources/Management

## *paralegal + legislative aid*

STATE SENATOR GARY SIEGEL & DAVID ERVIN, ATTORNEYS  
FERN PARK, FL

1992-1995 (3 years)

Civil Litigation and Trial Support

Traveling Aid during Legislative Session

## *affiliations*

IIDA (International Interior Design Association)

*Member #1092984*

ASID (American Society of Interior Designers)

NEWH The Hospitality Industry Network

LEUKEMIA LYMPHOMA SOCIETY

*Previous Member of Board of Directors*

SEMINOLE COUNTY SCHOOLS *Dividend*

TAKE STOCK IN CHILDREN *Mentor*