

# Ashley Brooke Ward

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## WORK EXPERIENCE

### Interior Designer

August 2022 – March 2023

*Mendil + Meyer Design Studio*

*Scottsdale, AZ*

- Envisioned and developed architectural concepts, layout plans, elevations and unique designs using 3D software Revit
- Provided management for interior design projects including estimating costs, purchasing, invoicing and scheduling
- Developed and facilitated presentations for boutique and branded hotels, retail, restaurants and residential condos
- Coordinated with clients, architects, construction personnel, installation personnel and design team to achieve project deliverables
- Selected furniture, materials, accessories and finishes with the project budget in mind
- Reviewed and processed shop drawings and approvals of material samples
- Created, issued and updated FF&E specifications as needed
- Demonstrated ability to work on multiple projects concurrently and ensured project deadlines were met through effective time management and task prioritization

### Interior Design Project Manager

June 2016 – June 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) and 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
- 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

## 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:** Revit, AutoCAD, Lumion, Bluebeam Revu, SketchUp, Spexx, Studio Designer, Adobe InDesign, QuickBooks, Microsoft Office, Procurement & Purchasing, Project Management, Commercial Design, Concept Development, Client Relations, Budget Development & Analysis, Conflict Management, Presentations, Visualization, Flexibility & Adaptability
- **Interests:** Creative writing, Bowling, Kickball, Rollerblading, Pure Barre, Mystery and thriller books