

RYAN GRIFFIN

PROJECT MANAGER

Washington, D.C. | ryangriff03@gmail.com | www.linkedin.com/in/ryangriffinneedsajob

SUMMARY

Strategic Purchasing & Project Manager with 5+ years of experience overseeing end-to-end FF&E; procurement for commercial and hospitality environments. Proven track record managing complex, multi-project pipelines while ensuring alignment between budget, design intent, logistics, and installation timelines. Detail-oriented and systems-minded, with a strong ability to streamline workflows, audit specifications, and maintain financial accuracy. Experienced in vendor coordination, invoice reconciliation, and cross-functional collaboration within fast-paced project environments.

PROFESSIONAL EXPERIENCE

Holland and Sherry, Commercial & Aviation Sales Representative

2025 - Present

- Launched and grew commercial and aviation sales initiatives for the D.C. market, establishing regional revenue targets and driving strategic account development.
- Built and managed detailed client quotes, processed payments, and oversaw order lifecycle from specification through delivery to ensure accuracy and on-time fulfillment.
- Tracked showroom performance metrics and set annual sales goals per associate to increase accountability and revenue visibility.
- Hosted on-site and in-showroom brand presentations for 50+ industry professionals, strengthening partnerships and expanding commercial client relationships.

Oxford Design Studio, Lead Project Coordinator

2023 - 2025

- Oversaw procurement and financial tracking for 36 capital interior build-outs valued up to \$3 million per project.
- Managed up to 19 concurrent projects, safeguarding budget adherence and schedule milestones.
- Evaluated architectural drawings and specifications to identify cost, risk and scope discrepancies before installation.
- Processed and communicated the financial impact of change orders to clients and stakeholders.
- Led project kickoff coordination to align specifications, scope, and vendor pricing with design intent and client budgets.
- Issued and tracked purchase orders, reconciled vendor invoices, and coordinated with accounting to ensure timely and accurate payments.
- Maintained real-time visibility of order status across multiple warehouse systems, proactively tracking lead times and updating delivery schedules.
- Audited vendor confirmations against internal specifications to ensure pricing accuracy, scope completeness, and compliance with project requirements.
- Coordinated logistics planning, including warehousing needs, multi-day installations, and vendor scheduling to ensure seamless onsite execution.
- Filed and managed freight damage and vendor discrepancy claims within required windows, securing replacements and protecting project budgets.
- Delivered bi-weekly procurement and installation status updates to clients, maintaining transparency and stakeholder confidence throughout the project lifecycle.

Oxford Exchange, Manager & Visual Merchandiser

2021-2023

- Creating, orchestrating, and delivering captivating display presentations that embody the essence of Tampa, tailored to the community's style at Oxford Exchange
- Initiating and executing invaluable antique collection treatment, care, and inventory management strategies
- Collaborating closely with internationally acclaimed best-selling authors to curate and host highly successful book signings and events with over 200 guests
- Designed and led training to deepen product knowledge, drive sales, and support growth. Resulting in a 3x increase in employee retention.
- Playing a pivotal role in achieving the Shop Annual Sales' highest profitability in both 2021 and 2022

SKILLS

FF&E Procurement | Purchasing & Vendor Management | Budget Oversight | Purchase Orders & Invoice Reconciliation | Change Order Management | Logistics & Installation Coordination | Project Scheduling | Specification & Floorplan Review | Cross-Functional Collaboration | Warehouse & Inventory Tracking | Process Improvement | Client Communication & Reporting | Risk Mitigation | Stakeholder Management | Procurement Systems & Platform Tools | Microsoft Office & Google Workspace | CAPM | Relationship Building

EDUCATION

2018-2024

Bachelor of Sustainability Management

- Building Design and Construction Management
- Dean's List
- Fundamentals of Written Communication Award