

W E N D Y L. M C T A G U E, A S I D

1048 Josephine Street, Unit D Denver, CO 80206

(720) 810-4030

PROFILE

Talented **Project Manager** with excellent career background in the creative planning, design and specification of interior space. Range of industry experience spans hotels, clubhouses, high-end time shares, fitness complexes, spas, resorts, new home sales centers, and residential buildings. Energetic, personable and proactive; adept in multi-tasking and taking large-scale projects from concept to completion. Dynamic team player. Understand needs of clients and guide clients and construction team members through entire design and build process of the project. Achieve desired results and build solid, long-term relationships. Skilled decision maker and communicator. Strong work ethic.

Proficient in AutoCAD 2018, Revit 2018, InDesign, Photoshop, Publisher, spreadsheet and word processing applications, QuickBooks, Impact, Filemaker Pro, and Spexx procurement software.

NCIDQ Certificate #015211

Member, ASID, NEWH, WID

PROFESSIONAL EXPERIENCE

INDEPENDENT DESIGN CONSULTANT, Denver, CO

March 2016 to Present

Project Manager

Work independently with design firms on a contract basis. Projects include National Parks projects, high-end residential, high-end time shares, hotels, clubhouses, and restaurants. Design conceptualization from start to end of projects, specification writing, FFE approvals on projects and material finish selections and documentation. Ability to step into any phase of the project and complete necessary tasks quickly and within set deadlines. Professional demeanor and integrity to the firm I am working with.

Punch Bowl Social Brand Services, Denver, CO

May 2019 to March 2020

Senior Lead Interior Designer

Management and design of Special Projects for CEO and existing twenty countrywide Punch Bowl Social Restaurants. Responsible for all aspects of Special Projects and design renovations; budget formulation, design concepts, oversee FFE specifications, daily communication with twenty restaurants around the country, oversee the design team to relay design into construction documents. Carry out the Punch Bowl Social Brand Standards in all aspects of design. Work directly with Marketing, R&D, Operations and Facilities teams on a daily basis. Report directly to CEO.

- ◆ Responsible for keeping Punch Bowl Social restaurants on the forefront of innovations with Special Projects, and assuring existing restaurants remain updated for profitability.

Design Force, Denver, CO

May 2015 to March 2016

Team Leader and Senior Lead Interior Designer

Management and design of large hotel projects from concept to finish. Responsible for all aspects of hotel design from first conceptualization to completion. Budget formulation, client meetings and presentations, site visits, design concepts, room count matrix development, oversee FFE specifications and project budgets, and work with design team to relay design into construction documents. Familiarity with brand standards and brand submittal processes.

- ◆ Manage a team: scheduling for team projects, employee work load and review of project design and schedules.

OZ ARCHITECTURE, Denver, CO

April 2012 to May 2015

OZ Associate, Senior Designer

Developed a range of projects from start to finish, including design concept presentations, FF&E budgets, complete FF&E packages including specification books, interior finish selections, construction document production and oversee production team, FF&E procurement process and installation, and construction administration through the end of the project. Project types include hotels, high-end time share resorts and communities, and golf clubhouses.

- ◆ Manage projects including manpower scheduling and profit margin responsibility.
- ◆ Bring in new clients through networking events, foster new and existing client relationships.

INDEPENDENT DESIGN CONSULTANT, Denver, CO

June 2011 to April 2012

Design consultant for companies and individual clients on a contract basis. Main contracts were with Marsh & Associates and Oz Architecture. Marsh & Associates: Developed FF&E and material specification pricing model for overseas projects, design of complete DD interior package for fast-track resort clubhouses in China. Project manager role for interiors portion of U.S. projects. Oz Architecture: Interior FF&E, Interior Finish Selection and documentation for The Westin Snowmass Resort.

KIMBERLY TIMMONS INTERIORS, Denver, CO

March 2008 to October 2010

Project Manager

Compile all schedules of designers and AutoCAD personnel. Manage employee's assignments and oversee their progress per project. Solely responsible for overseeing all commercial projects through completion. Tasks include design and presentation of concepts, construction documents, scheduling all project timelines, client presentations and meetings, construction administration and site visits, FF&E specification and purchasing, and final FF&E installation. Report to owner of company and work closely with owner on formulating company policies and day to day company operations. Input on marketing materials, copy and layout on new and existing projects. Retention of clients through excellent customer service throughout the project.

- ◆ Hire, train and manage all employees in commercial department.
- ◆ Work closely with company comptroller on RFP's and compiling and maintaining project budgets.

DESIGN LINES, INC., Greenwood Village, CO

April 2003 to March 2008

Lead Designer

Team head responsible for managing all aspects of interior design of large-scale public and private clubhouses, small clubhouses, and sales/information center projects. Manage a team and have final determination of all decisions made regarding entire project from start to finish. Meet and travel extensively for duration of project with architect, landscape architect, general contractor, and owner to determine the programming needs and design direction for each building. Regarded by owner as integral part of building design.

- ◆ Work closely with GC during project to facilitate design integrity and on-time completion of project.
- ◆ Develop FF&E and interiors finishes budget for entire building keeping client's budgetary needs in mind.
- ◆ Design of full construction documentation sets, interacting and coordinating with architect and other consultants throughout.

MARSH & ASSOCIATES, INC., Englewood, CO

June 2001 to April 2003

Lead Designer/ACAD Designer

Determination of all aspects of project from start to finish including: concept, budget, daily client & general contractor interaction, ACAD documentation for all interiors aspects, and purchasing of entire project. Projects consist of clubhouses and all buildings associated with a golf course.

- ◆ Report to owners with regards to interiors department goals and progress for all projects.
- ◆ Develop software, standards, and templates to aid in profitability for company.
- ◆ Design of all interior architecture elements on ACAD (including elevations, shop drawing quality millwork, reflected ceiling plans, furniture plans, paint/wallcovering schedules, and floor finish plans).
- ◆ Work with in-house architectural team on design/ACAD of buildings from start to finish.
- ◆ Designing and purchasing of all interior furnishings (including responsibility for payments to vendors and tax payments).

OHLSON LAVOIE CORPORATION, Denver, CO

June 2000 to June 2001

Lead Designer

Responsible for complete interior architecture package of entire fitness complex projects in both national and international locales. Daily client communication and service throughout entire projects. Daily ACAD 2000 use.

- ◆ Interacted with project architect, client, and general contractor throughout entire job from schematic design to construction administration phase.
- ◆ Managed complete AutoCAD documents on projects and communicated with consultants.

THE CHILDS/DREYFUS GROUP, Chicago, IL

July 1998 to June 2000

Contract Department Manager

Report directly to the CEO of this sophisticated, high-style design firm with full charge for company's contract design department. Manage all aspects of projects, including design conceptualization, presentation, design fee and budget establishment, along with scheduling and specifications for furnishings and fixtures. Supervise assistant designer.

- ◆ Played an integral part in the fast-track growth of department, from zero percent of firm's overall workload to a current forty percent of all in-house projects (since July 1998).
- ◆ Oversaw a multitude of interior projects in downtown Chicago and on the East Coast, including an Arnold Palmer Clubhouse in Florida and a Marriott Hotel, plus condominium model units, leasing centers, business centers, exercise rooms, corporate offices and public spaces for 130 - 7,000 unit apartment buildings.
- ◆ Participated in high-end residential projects for specialty clients.

PRIOR RELATED EXPERIENCE as Senior Project Manager at **Mary Cook and Associates**, Chicago IL.; Model Homes. Paving Engineer with **Ball, Ball & Brosamer** (Denver, CO). Estimated and procured all materials for heavy highway construction, including aggregates, reinforcement material, equipment and labor. Monitored field operations; tracked material quantities and invoice payments; coordinated scheduling. Supervised laborers and facilitated quality control inspections. Communicated daily with suppliers and subcontractors.

EDUCATION

COLORADO STATE UNIVERSITY, Fort Collins, CO; Graduated December 1992 (FIDER accredited)

B.S. Degree, Major: **Interior Design**, Minor: **Construction Management**

INDUSTRY ACCOLADES

MAME Award, Best Community Amenity Feature, Colorado 2018

ASID Crystal Awards, Best Hospitality over 10,000 s.f., Colorado 2011

Golf Inc, Clubhouse of the year, 2010

ASID Crystal Awards, Best Hospitality over 10,000 s.f., ASID Crystal Awards, Best Hospitality under 10,000 s.f.,

ASID Judges Merit Award – Commercial, Colorado 2010

Gold Nugget Award Merit Award, Best Public/Private Recreational Use Facility, Arizona, 2007