SAMANTHA MASON

Boston, Massachusetts, USA
(508) 523-6156, sammason2452@gmail.com

TECHNICAL PROFICIENCIES

Auto CAD, Photoshop, InDesign, SketchUp, PowerPoint, additional Microsoft office programs, and introductory Revit skills

WORK EXPERIENCE

BAR Architects   **San Francisco, CA**
Intermediate Interior Designer   *June 2019-July 2020*

-Collaborated with the project team throughout each phase of the design process
-Produced presentation materials and assisted the project team in presenting designs to clients and other consultants
-Prepared and managed FF&E budgets, purchase orders, and invoices
-Researched and selected fixtures and finishes to use for various project types including hotel, restaurant, and clubhouse interiors
-Produced documentation, details, drawings and specifications
-Developed and finalized space plan layouts with Senior Designer
-Communicated with vendors and visited showrooms to select samples necessary for presentations

Puccini Group   **San Francisco, CA**
Interior Designer   *July 2016-April 2019*

-Assisted in the development and realization of projects from start to finish, under the direction of the Studio Director
-Assisted the team in conceiving concept and design to meet client program, studio standards, and project budget constraints
-Responsible for coordinating, preparing, and completing documentation packages with limited supervision for all phases of a project
-Presented design progress and contract documents internally to Studio Director, Senior Designer, PM, and/or COO for design reviews
-Responsible for coordination with all consultants including, but not limited to renderers
-Performed construction administration services under supervision and as directed by the Studio Director and/or Senior Designer
-Attended site visits, client presentations, and coordination meetings as required

Stanford Hotels Corporation   **San Francisco, CA**
Junior Interior Designer   *November 2015-July 2016*

-Generated 3D guestroom models using Google SketchUp
-Created formal presentations for ownership and brand approval
-Updated/created specifications
-Maintained sample library to contain current memo samples in an organized state
-Created and managed FF&E and project binders for thorough documentation of the project's details and specifications
-Researched and discovered new products sustainable for hospitality use

Marriott International   **Bethesda, MD**
Interior Design Assistant   *August 2014-November 2015*

-Analyzed décor packages by reviewing furniture layouts, fabric selections, as well as finishes
-Reviewed contract documents and create furniture layouts for guestroom and public spaces for the best design solution
-Executed quantity take-offs by creating guestroom matrices and verifying FF&E quantities for each guestroom type, guestroom corridor, and public space
-Worked closely with the Procurement department throughout the take-off process to ensure the purchasing process in completed in a timely and efficient manner
-Assisted lead designers in developing custom décor schemes
-Implemented design standards and codes within custom and prototypical projects
-Reviewed décor submittals received by ownership groups for approval

Marriott International   **Bethesda, MD**
Intern   *May 2014-August 2014*

-Worked hand-in-hand in the Architecture and Construction Department on conversion and renovation projects
-Generated 3D prototype guestroom models using Google SketchUp
-Catalogued purchased imagery
-Recorded guestroom FF&E manufacturer information
-Updated/created specification and tear sheets

EDUCATION

Bachelor of Science, Interior Design   **High Point, NC**
High Point University   *May 2014*

COMMUNITY LEADERSHIP
NEWH, *Member*

PROFESSIONAL PROFILE

BAR Architects

- Flamingo Hotel | Santa Rosa, California
- The Fountaingrove Clubhouse | Santa Rosa, California
- 830 Eddy Street | San Francisco, California

Puccini Group

- The Langham | Boston, Massachusetts
- Disney's Riviera Resort | Orlando, Florida
- DoubleTree by Hilton | Chico, California
- Birch River Grille | Arlington Heights, Illinois
- Home 2 Suites by Hilton | San Jose, California
- Hyatt Place | Newark, California

Stanford Hotels Corporation

- Hilton Waikiki Beach | Honolulu, Hawaii
- Hilton Santa Clara | Santa Clara, California
- Hilton Charlotte | Charlotte, North Carolina
- Marriott Gaslamp Quarter | San Diego, California
- Marriott Sacramento | Rancho Cordova, California

Marriott International

- Fairfield Inn & Suites | Tampa, Florida
- Residence Inn | Breckenridge, Colorado
- Residence Inn | Menlo Park, California
- Residence Inn | Philadelphia, Pennsylvania
- Residence Inn | Surfside, Florida
- Residence Inn | South Beach, Florida
- Residence Inn | Charlottesville, Virginia
- Residence Inn | Bethany Beach, Delaware