

DIONNE KOEHLER

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Seasoned interior designer with extensive sales experience seeking employment in a creative environment. High energy individual successful in building and motivating dynamic teams while cultivating a positive company culture. Exemplifies leadership qualities and professionalism with a firm commitment to success.

EXPERIENCE

JUNE 2017 – OCTOBER 2018 (1 yr 4 mnths)

DIRECTOR OF INTERIOR DESIGN, LITA DIRKS & CO

Lita Dirks & Co. is a small, Denver based ID Firm, specializing in model homes for production builders Nationwide. Responsibilities included -

- Lead the design direction for projects
- Responsible for day-to-day management of design studio, ensuring that projects stay on budget and schedule
- Mentored Design Staff
- Worked closely with Designers to deliver projects that stayed true to Client's brief and expectations
- Produced budgets and proposals for prospective Clients
- Client presentations
- Quality control of presentations, drawings and specifications
- Oversaw coordination of procurement of FF&E between Designers and Purchasing Agents
- Supervised purchasing process
- Project installations
- Business Development
- When time allowed, designed projects

MARCH 2012 – JUNE 2017 (5 yrs 3 mnths)

REGIONAL SALES REPRESENTATIVE, ALTRO USA

Altro USA is a UK family owned business that manufactures and distributes safety flooring and hygienic wall panel systems. Responsibilities included -

- Responsible for sales in Colorado, Utah, Wyoming and S. Idaho
- Called on flooring contractors, end users and A&D community
- Valuable communication and recommendations to specifiers on best products and installation practices
- In field participation for both construction compatibility and installation means and methods
- Post installation troubleshooting
- Consistently networked to create and maintain relationships with key decision-makers in the industry
- Annually prepared and executed a business plan to develop specifications and sales for territory
- Attended trade shows, seminars and customer events; presented CEU programs to end users and A&D community

DECEMBER 2007 – JANUARY 2012 (4 yrs 11 mnths)

SENIOR ASSOCIATE, MCDERMOTT PLANNING & DESIGN

McDermott Planning and Design was a small family owned, Denver based, full service ID Firm that specialized in TI projects. This firm now operates as McDermott Associates. Responsibilities included -

- Lead the design direction on projects
- Managed and mentored design staff
- Reviewed contracts and monthly invoices, generated fee proposals
- Participated in project interviews and presentations
- Actively involved in all phases of projects from schematic design to final walk through
- Quality control and tracking of project profitability
- Networking and business development

JANUARY 2004 – DECEMBER 2007 (3 yrs 11 mnths)

DIRECTOR OF INTERIOR DESIGN,

MAI | MARSH & ASSOCIATES

MAI is a family owned, Denver based, Architectural Firm, specializing in Golf Clubhouses and Country Club projects worldwide. Responsibilities included -

- Lead the design direction on projects
- Oversaw design and purchasing staff
- Coordinated project phases and design with in-house architects
- Generated and reviewed FF&E budgets and purchasing orders
- Reviewed contracts and monthly invoices, generated fee proposals
- Participated in project interviews and presentations
- Attended project meetings, construction walk throughs, punch list meetings and FF&E installations
- Reviewed project costs, budgets and adherence to schedules

MAY 2000 – DECEMBER 2003 (3 yrs 4 mnths)

DIRECTOR OF INTERIOR DESIGN, KLIPP ARCHITECTS

Klipp Architects was a large Denver based architectural firm that specialized in Public, Commercial and Educational projects. The firm merged with GKK Works in 2012 and became CannonWorks in 2018. Responsibilities included -

- Developed the Interior Design Studio whilst supporting the existing architectural studios within the firm
- Lead the design direction on projects
- Managed and mentored design staff
- Developed design concepts
- Programming, space planning, design development, construction details
- Quality control
- Attended project meetings, construction walk throughs, punch list meetings
- Reviewed project costs, budgets and adherence to schedules

EDUCATION

BACHELOR DEGREE INTERIOR DESIGN, NATAL TECHNIKON – SOUTH AFRICA

HIGH SCHOOL DIPLOMA, WESTVILLE GIRLS HIGH SCHOOL – SOUTH AFRICA

SKILLS

- Team builder
- Detail oriented
- Strong leader
- Goal oriented
- Reliable
- Self Sufficient
- Problem solver and good listener
- Friendly and cheerful
- Exceptional time management
- Cross Functional
- Calm under pressure
- Approachable
- Creative
- Proficiency in Windows and Mac operating systems, IOS Devices
- Proficiency in Microsoft Word, Excel and PowerPoint
- Full knowledge of Construction Documents, A/M/E/P coordination
- Extensive knowledge of Construction Administration and on-site supervision
- Focused on construction detailing, means and methods
- Strong knowledge of FF&E products and manufacturers