



JENNA IVES

INTERIOR DESIGNER | PROJECT MANAGER | NCIDQ #415500

PROFILE SUMMARY

Passionate, meticulous, and dynamic designer with expertise in project management, strategic planning, and team leadership. A self-starter recognized for embracing challenges and excelling under increased responsibility, while fostering a collaborative work environment. Talented at cultivating trusted partnerships with clients, consultants, and diverse teams across various market types. Eager to leverage these strengths to drive impactful design solutions and surpass client expectations.

PROFESSIONAL EXPERIENCE

STUDIO MANAGER

Design Studio Blue | Englewood, CO | 2025 - Present

Direct tenant improvement projects with a strong emphasis on design excellence, technical rigor, and client partnership. Trusted design lead guiding projects from early visioning through construction, while mentoring teams and contributing to business growth.

- Coordinate with regulatory agencies and building departments to deliver compliant, well-documented design solutions
- Develop fee proposals and project approaches aligned with firm strategy, client expectations, and industry standards.
- Manage project scope, design intent, consultant coordination, and contractual requirements throughout the design process
- Create firm-wide tools and standards to improve communication and reduce liability, including discovery forms, finish standards, contract documentation sets, and training resources
- Mentor designers, strengthening technical execution, design thinking, and team output and collaboration
- Build relationships with clients, brokers, and partners, securing 12 new projects through proactive engagement
- Notable Projects include Denver International Airport, Lesch Family Dentistry, Associates of Otolaryngology, Clearview Dermatology, Intervention Office, Boulder Holistic Dentistry, Acadia Healthcare National Account
- Notable Partners include Nail Builders, BVB Contractors, Colliers RE, CARR, Mountain States Construction, Bryan Construction, Raine Builders, Tower Realty

CONTRACT INTERIOR DESIGNER & PROJECT MANAGER

Jenna Leigh Interiors, LLC | Denver, CO | Since 2020, Contract-based

Executed a range of projects spanning workplace and commercial tenant improvements (TIs), along with residential remodels

- Contracted with a residential architectural firm for interior layouts, FF&E specification, construction documentation, and custom millwork designs; demonstrating versatility and adaptability in project execution
- Guided clients through TIs from test fitting during space acquisition through permit and G.C. coordination for retail and office spaces. Design work includes custom graphics, millwork, and FF&E details
- Managed design and construction on single family homes through complex permitting process and creation of as-builts
- Notable projects include Crystal Ski Shop and FirstNet Learning

CONTACT

📍 Denver, CO

📞 303.304.9767

✉ jenna.ives74@gmail.com

🌐 LinkedIn.com/in/jenna-ives

🌐 jennaleighinteriors.com

SKILLS

//PROFESSIONAL

Budgeting & Forecasting
Communication
Client Relations
Space Planning
Construction Administration
Consultant Coordination
Code Compliance, BOMA
Documentation
Leadership
Signage
Standards Development
FF&E Specifications
Procurement
Business Development

// TECHNICAL

Revit
Enscape
AutoCAD
3DS Max
Photoshop
InDesign
MS Word
Fohlio
DesignSmart
Procore
Deltek
CORE

EDUCATION

B.A. IN INTERIOR DESIGN
The Art Institute of CO

Graduated 2017

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VOLUNTEER WORK

ASID CO Board of Directors
Professional Development
Chair (PD) from 2021-2023

ASID Committee Member
of Professional Development,
Emerging Professionals from
2015 - 2024

Additional Community Work
Built 2 houses with Casas
Por Cristo and volunteered
with Foodbank of the Rock-
ies, Denver Brown Paper Bag
Movement, Boulder Home-
less Shelter, and Boulder
Humane Society

NOTABLE PROJECTS

Fellow at Fitz
TRIO
Luxury Multi-family Apts
Aurora, CO

Boston Market HQ
OZ Architecture
Workplace
Denver, CO

3 Roses Apartment Buildings
OZ Architecture
Section 8 Housing, Seniors
Denver, CO

Eldorado Ridge Buildings
OZ Architecture
Workplace, TI Improvements
Denver, CO

AOO, ENT of the Rockies
Design Studio Blue
Healthcare, Outpatient
Centennial, CO

Crystal Ski Shop
Jenna Leigh Interiors, LLC
Retail
Boulder, CO

Denver International Airport
Design Studio Blue
Aviation, Industrial
Denver, CO

PROFESSIONAL EXPERIENCE *(continued)*

INTERIOR DESIGN PROJECT LEAD TRIO | Denver, CO | 2021 - 2024

Led multifamily apartment and clubhouse projects, serving as both project and team lead. Fostered strong client relationships with portfolios ranging from luxury to workforce housing. Managed 7-11 projects concurrently, with amenity space sizes varying from 5,000 - 35,000 SF.

- Cultivated and nurtured client relationships, overseeing all phases of design and implementation of project lifecycle
- On-boarded multiple projects in varying phases from SD to mid-construction ensuring successful execution of all projects
- Instrumental in securing two new clients, contributing to over \$3 million in additional revenue by demonstrating our project management approach showcasing the value of our team
- Managed remote and local members across different time zones and provided department-wide mentorship and guidance; achieving promotion within 4 months
- Guided company transition to BIM, along with improvements to CA and documentation standards. Defined BIM hiring process for technical draftsman team
- Drafted contracts for scope changes and FF&E proposals to ensure adherence to project timelines and budgets
- Notable clients included Grand Peaks, Anton Development, Narrate Holdings, Alliance Residential, Century Living, and Regency Partners

INTERIOR DESIGNER OZ Architecture | Denver, CO | 2018 - 2020

Primary experience in workplace, multi-family, and senior living complemented by additional experience in hospitality, non-profits, educational facilities, and adaptive reuse disciplines. Proven track record of successfully delivering projects from concept to completion within tight timelines, budgets, branding or sustainability guidelines. Projects ranged from <5,000 - 660,000 SF.

- Lead designer for three historical, Section 8 buildings; designed and coordinated from SD and as-builts through CDs on a timeline of 12 weeks; adhering to tight budget and strict HUD sustainability guidelines
- Entrusted to test and research solutions to meet highly challenging and shifting client programs for new project types to the company. Unique instances ranged from adapting international client programs to adhere to stricter USA-code restrictions, implementing company brand standards in creative new ways, and test fitting high-security call centers or commercial test kitchens
- Developed and implemented ID-specific standards to optimize the BIM integration and output of the interiors department and facilitating smoother coordination between architectural and interior design teams by streamlining models, detail accuracy, documentation, project on-boarding processes, and building an interiors resource database within UNIFI
- Notable projects include Boston Market Headquarters, Tek Experts Campus, Eldorado Ridge TI Buildings, Austin Senior Living, Northgate Apts, 3 Roses Apts, and South Maddie Apts