



JENNA IVES

INTERIOR DESIGNER | PROJECT MANAGER

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

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

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 construction documentation, interior layouts, 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

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SKILLS

//PROFESSIONAL

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

//TECHNICAL

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

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, and
A.I.C. Student Chapter since
2015.

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 APARTMENTS

OZ Architecture
Section 8 Housing
Denver, CO

Eldorado Ridge Buildings

OZ Architecture
Workplace, TI Improvements
Denver, CO

FIRSTNET LEARNING

Jenna Leigh Interiors, LLC
Workplace
Denver, CO

Crystal Ski Shop

Jenna Leigh Interiors, LLC
Retail
Boulder, CO

PROFESSIONAL EXPERIENCE *(continued)*

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, 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 Office, Eldorado Ridge TI Buildings, Austin Senior Living, Northgate Apts, 3 Roses Apts, and South Maddie Apts

PROJECT MANAGER & INSIDE SALES

Downs & Associates | Denver, CO | 2016 - 2018

Project management, inside sales, and web marketing for multi-line contract furniture representatives

- Liaison between twenty vendors and the A&D community or end-users
- Fulfilled bids and sales requests from start to finish using extensive product research to meet project qualifications, budgets, and lead times
- Generated marketing campaigns to promote overall sales and/or boost specific vendors exceeding yearly sales goals
- Developed entire commercial furniture amenity package for two hotels through upselling which resulted in over \$1 million dollars of combined sales and solidified a lasting partnership with the architect
- Displayed excellent leadership that led to promotion as supervisor and trainer of four employees

VENUE PRODUCTION COORDINATOR & GROUP SALES

Warren Miller Entertainment | Boulder, CO | 2014 - 2016

Venue liaison for ticket coordination and group ticket sales for nationwide movie premieres

- Forecasted attendance and ticket types by market
- Evaluated current and past budgets, ticket rates, attendance, and ticketing types of previous year's sales for optimal ticket division and marketing initiatives increasing sales across 150+ venues
- Trained and coordinated travel for incoming 20+ members of tour staff nationwide for 2015-2016 season