

JESSICA REED

Interior design graduate with a strong foundation in residential design, technical documentation, and project coordination. Six years of professional experience in team leadership and client relations, bringing strong organizational, communication, and problem-solving skills to design projects. Proficient in AutoCAD, SketchUp, and Adobe Photoshop, with experience creating technical drawings, 3D renderings, and design presentations. Passionate about delivering thoughtful, detail-oriented design solutions while continuing to grow within a collaborative studio environment.

Contact



630-779-1540



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Elmhurst, IL, 60126

Education

- **Computer Applications Certificate**
College of Dupage
425 Fawell Blvd, Glen Ellyn, IL
Expected December 2026
- **Associate of Applied Science, Interior Design**
College of Dupage
425 Fawell Blvd, Glen Ellyn, IL
August 2026
- **Associate of Arts**
College of Dupage
425 Fawell Blvd, Glen Ellyn, IL
May 2021

Awards

- Kravet Design Competition,
Faculty-Nominated Participant
- HON Design Competition, 2nd Place,
Faculty-Nominated Participant

Technical Skills

- Autodesk AutoCAD and Revit
- Adobe InDesign and Photoshop
- Configura Extension Technology
- SketchUp
- Chaos Enscape
- Canva

Industry Involvement

- ASID, Student Member
- NKBA, Student Member
- Interior Design Student Society Vice President
- Judge for FCCLA Interior Design Competition

Experience

INTERIOR DESIGN INTERN

Doreen Corrigan Design

February 2026 to Present

- Execute residential design project tasks through material selections, field measurements, and design mockups
- Develop client presentations and informational guides to clearly communicate design concepts and project timelines
- Facilitate project development through client meetings, site documentation, and design solutions
- Collaborate on branding while coordinating project tasks, vendors, and clients
- Managed manufacturer quote requests and organized pricing information to support design decisions and project timelines

SHOWROOM INTERN

The Granite & Marble Depot

June 2025 to August 2025

- Guided projects through material selections and product recommendations
- Organized the material library and coordinated with vendors on product availability and samples
- Generated accurate countertop estimates and pricing proposals using project measurements and estimating software

KENNEL MANAGER

Tailgate for Dogs

May 2023 to August 2024

- Collaborated with the General Manager to conduct staff performance reviews
- Developed weekly staff schedules, ensuring adequate coverage and efficient use of resources
- Managed sensitive client communications, addressing concerns related to pet behavior, welfare, and other inquiries

ASSISTANT MANAGER

Tailgate for Dogs

May 2018 to May 2023

- Supervised and coordinated a team of 4–7 staff members, ensuring efficient operations and communication
- Built strong client relationships through effective communication and problem-solving
- Trained and mentored new employees on daily operations, behavior assessment, and safety protocols