

Kayelee Ryan Resume:

Education:

Bachelor of Fine Arts in Interior Design & Minor in Architectural Lighting Design

-Texas Christian University
Fort Worth, TX Class of 2024
CIDA Accredited
Magna Cum Laude

-Istituto Lorenzo de' Medici
Florence, Italy Study Abroad Semester, Spring 2023

Experience:

-Fonde Interiors / *Dallas, TX*
Position: Interior Design Intern (Summer 2024), Junior Interior Designer (September 2024-November 2025)

-Waldrop & Nichols / *Dallas, TX*
Position: Interior Design Intern (Summer 2023)

-Sarah Kuhlman Interiors / *Aledo, TX*
Position: Interior Design Intern (Summer 2022)

< Achievements & Rewards >

TCU College of Fine Arts Dean's List (2022-2024)
TCU Dean's List (2020-2024)
IIDA Student Member (2020-2024)
TCU Interior Design Program(2020-2024)
IDEC Refugee Student Competition (2023)
Istituto Lorenzo de' Medici Art in The Square Annual Art Exhibition (2023)

< Technical Skills >

Modeling:

AutoCAD
SketchUp
Enscape Rendering Plug-In
Revit

Graphics:

Adobe (InDesign, Photoshop, Illustrator)
Canva

Lighting:

AGI 32
Elum Tools

Other:

Studio Designer
Airtable
Coconstruct
Bluebeam

< Conceptual & Design Development Experience >

- **Collaborated with principal designer** to develop the overall design vision, ensuring concepts aligned with client goals, and functional requirements.
- **Researched and sourced inspiration** from trade shows, vendor showrooms, and social media to create a conceptual design intent.
- **Prepared mood boards and presentation materials**, including color palettes, fabric schemes, and finish selections, to communicate design direction to clients.
- **Created floor plans, elevations, and furniture layouts** in AutoCAD and SketchUp refining space planning for aesthetics and functionality.
- **Selected furnishings, lighting, fixtures, and finishes**, considering scale, proportion, durability, and budget while maintaining the design intent.
- **Sample Coordination** – Requested and organized finish samples, memos, and COM submissions for client presentations and approvals.
- **Developed client presentations and design packets** with detailed specifications, concept imagery, and preliminary budgets for approval.
- **Prepared presentation rooms and materials** to enhance client comfort and elevate the overall presentation quality
- **Reselected details and coordinated directly with clients to refine and adjust designs**, ensuring all finishes, furnishings, and layouts reflected evolving needs and feedback.
- **Attended Trade shows** such as Round Top, High Point , and Kips Bay Decorator Show House Dallas to get inspiration and source furnishings for current and future clients.

< Construction Administration Experience >

- **Created a Full Construction Document set** including the drawing, tagging and noting on Floor Plan, Furnishings Plan, Finish Plan, Reflected Ceiling Plan, Electrical Plans, Interior Sections & Elevations.
- **Worked closely with designers, architects, and contractors** to integrate finishes, millwork details, and custom elements into construction drawings.

- **Maintained and updated design documentation** throughout the project, incorporating client feedback and revisions into plans and finish schedules.
- **Lead Installation Coordination Support** – Attended and lead final installation logistics by verifying delivery schedules, room placement, and white-glove service needs.

< Procurement Experience >

- **Entered detailed specifications** for all furnishings, materials, and custom finishes within Studio Designer, ensuring accuracy in dimensions, fabrics, finishes, and pricing to maintain clear records for design and accounting purposes.
- **Requested RFQs** from vendors and analyzed bids to secure pricing while maintaining design.
- **Created and issued client proposals** through Studio Designer, compiling product details, pricing, and lead times for internal review and client approval.
- **Coordinated with vendors** to issue purchase orders, confirm product availability, and monitor production schedules, ensuring timely order placement and fulfillment.
- **Managed logistics and payments**, including tracking shipments, reconciling invoices, and verifying that final pricing matched approved proposals and purchase orders.
- **Collaborated with Accounting Managers** to ensure payments were processed accurately and all transactions received proper approval.
- **Monitored project budgets and timelines**, proactively identifying delays or cost discrepancies to maintain smooth operations and client satisfaction.
- **Lead Time & Production Oversight** – Tracked lead times and production updates to anticipate delays, providing proactive solutions to keep projects on schedule.
- **Claims & Damage Resolution** – Handled freight claims and coordinated replacements or repairs for damaged or defective items, ensuring seamless problem resolution.
- **Trained and onboarded employees** on Studio Designer, developing step-by-step workflows and best practices to improve team efficiency and understanding of the procurement process.
- **Lead Installation Coordination Support** – Attended and lead final installation logistics by verifying delivery schedules, room placement, and white-glove service needs.

< Administrative Experience >

- **Experienced in small and large firm settings**; able to work autonomously as well as contribute effectively in team environments.
- **Onboarded and trained new employees** to ensure smooth integration and consistent performance standards.
- **Developed comprehensive Standard Operating Procedures** for construction documentation, site visits, procurement, installation, and overall workflow processes.

- ***Created Budget Master Sheets and proposal templates*** to support accurate estimating and maintain alignment with project budgets.
- ***Managed design-related errands***, including picking up and delivering samples to vendors and clients.
- ***Organized and maintained the studio's material library*** to improve accessibility and workflow efficiency.
- ***Built and programmed Airtable systems for vendor organization***, enabling the firm to streamline operations and sell templates to other Interior Design firms.
- ***Scheduled and attended vendor meetings and lunch-and-learns*** to continuously expand product knowledge and industry trends.