GENEVEE A. ARCEO

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PROFESSIONAL SUMMARY

Interior Designer with 8 years of experience in planning, designing, organizing, executing and delivering exceptional results to Homeowners and clients.
Creative and skilled interior design professional accomplished with all types of interior spaces. Dazzle clients with attractive, trendy and inviting environments. Keep projects moving smoothly by skillfully managing every facet of design and installation.

SKILLS

- Project Management
- Product selection
- Advanced skill in Sketchup and Adobe Photoshop
- Client Relations
- Problem Solving
- Google Suite
- Design concept development
- CAD drafting
- Microsoft Office

EXPERIENCE

Design Team Lead — December 2017 - Current
Hurray Inc. | Pasig City, Philippines

- Completed 20+ of Residential and Commercial projects
- Maintained 80% efficacy and timely project progression and communication using Team Gantt and Google Suite.
- Curate selections and presentations of furniture, furniture systems, fabrics, equipment (FF&E), Color palettes,and lighting for 30+ projects
- Coordinated smooth installations by working closely with construction and delivery teams.
- Produced cost-effective and attractive designs for residential and commercial clients.
- Worked effectively with diverse team to accomplish daily objectives and meet long-term goals.
- Kept all projects organized and in line with company professional standards.
- Contributed to effective decision-making with detailed reports on daily operations.
- Maximized employee performance with effective training and close mentoring.
- Managed daily workloads by organizing effective schedules and delegating tasks.
- Developed solid relationships with staff, customers, and vendors.
- Collaborated with team members to meet daily demands and handle challenging projects.
- Helped team handle high-volume work by prioritizing tasks and organizing supplies.

Junior Interior Designer — August 2017 - December 2017
Hurray Inc. | Pasig City, Philippines

- Managed selection of finishes, colors, and products for Residential,Commercial, Retail and Hospitality projects.
- Coordinated drawings and plans from initial concepts to executable CAD documents and specifications.
- Created cohesive looks by preparing detailed design directions for interiors, exteriors, and associated grounds.

- Curate selections and presentations of furniture, furniture systems, fabrics, equipment (FF&E), Color palettes,and lighting for projects
- Rendered design ideas digitally and physically with paste-ups and hand-drawn sketches.

EDUCATION

Bachelor of Science Major in Interior Design — April 2013
University of Santo Tomas, Metro Manila, Philippines

Secondary Education — March 2009
Colegio San Agustin - Binan, Laguna, Philippines