


# EMILEE LEAVENS NCIDQ

certified interior designer | project management | creative + technical expertise

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[emilee-leavens.design](https://www.emilee-leavens.design) 

## summary

A passionate and creative professional based in Los Angeles, [specializing in interior design and interior architecture](#), with a decade of [diversified design experience working on a wide range of both residential and commercial projects](#)—including corporate offices, healthcare, mixed-use developments, multi-family housing, education, universities, science and tech, laboratories, civic, restaurants and cafés, flagship retail, and design-build ventures. Other design strengths and specialties include conceptual design, space planning, furniture design, workplace strategy, design documentation, and sustainability.

[Combines technical knowledge, creative insight, design aesthetics, and construction documentation proficiency to consistently produce exceptional results](#) and make valuable contributions to both team success and project delivery.

Recognized for a [friendly, approachable demeanor that cultivates strong relationships with clients, consultants, and colleagues](#), fostering open communication and seamless collaboration. [Celebrated for leadership, project management, mentorship, teamwork, and attention to detail](#). I strive to always create a positive, respectful, and productive environment that promotes teamwork, inspires creativity, and drives outstanding project outcomes.

## education

### Bachelor of Arts in Interior Design

Washington State University  
School of Design & Construction  
Fall 2011 - Spring 2015

## certifications

### NCIDQ Certified Interior Designer

CID Certificate #37721  
Council for Interior Design Qualifications  
May 2022 - April 2025

## strengths + skills

Project Coordination + Project Management  
2D & 3D Modeling + 3D Renderings  
Design Documentation, Details & Specs  
Space Planning + Programming  
Furniture, Fixture, Finish & Fabric Selection  
Design Presentations + Client Presentations  
Building Codes, Standards & Guidelines  
Accessible Design + Universal Design

## experience

### CO Architects

#### Associate Interior Designer

October 2019 - July 2024

##### Los Angeles, CA

- Produced detailed design drawings, renderings, presentations, and diagrams using a combination of digital and analog methodologies, including sketching and hand rendering.
- Possess advanced proficiency in industry-standard technical and graphic design software, including Revit, AutoCAD, SketchUp, Rhino, Adobe Creative Suite, Enscape, Miro, Morpholio Trace, Bluebeam Revu, BIM 360, and more.
- Utilize various design software, digital creative tools, and graphic design techniques to effectively communicate proposed design concepts, planning, scale, textures, finishes and materials, furniture and fixtures, 3D views, detailed renderings, key architectural elements and or design features.
- Collaborated closely with clients to understand their unique requirements, preferences, and budget constraints, delivering innovative, custom-tailored design solutions aligned with their project goals and vision.
- Researched and sourced materials, finishes, furnishings, lighting, and accessories, selecting options that met both aesthetic objectives and budgetary considerations.
- Coordinated with vendors, contractors, architects, clients, and other key stakeholders to ensure seamless project execution—from initial concept and design development through construction, substantial completion, and final close-out.
- Mentored and supervised a team of junior designers, providing guidance on design best practices, software techniques, and project management to foster professional growth and enhance the quality of work.

### Smithgroup

#### Designer III, Interiors + FF&E

November 2015 - October 2019

##### Los Angeles, CA

- Collaborated on interior design projects with cross-functional teams, including architects, contractors, and project managers, to deliver cohesive, functional, and aesthetically compelling design solutions.
- Advanced proficiency in design software such as AutoCAD, SketchUp, and Adobe Creative Suite for developing detailed floor plans, renderings, and visual presentations.
- Designed key project elements, including mood boards, material selections, and spatial layouts, for both residential and commercial projects, demonstrating strong conceptual and practical design skills.
- Adapted and refined designs based on client feedback and team input, showcasing flexibility, problem-solving skills, and a commitment to achieving optimal design outcomes.
- Managed the coordination of furniture and fixture installations, ensuring strict adherence to specifications while proactively resolving on-site challenges to maintain project quality and timelines.

### Jennifer West Showroom

#### Showroom Assistant and Intern

November 2014 - June 2015

##### Seattle, WA

- Maintained a clean and organized showroom environment to ensure a positive customer experience.
- Handled customer inquiries, complaints, and returns in a professional manner, promptly and accurately.
- Provided administrative support including data entry, document filing, customer information management, and stock inventory audits.
- Developed strong connections and with customers, colleagues, and designers through effective communication and personalized customer service, improving showroom sales, volume of showroom foot traffic, customer loyalty and trust.
- Maintained accurate records of customer sample and information requests, purchase orders and returns, order tracking and management, order history, and delivery information.

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## engagement

### Leadership Program Participant

Nominated and chosen to be 1 of 16 designers to participate in the first ever Emerging Leaders Program, a 10-month long series of intensive workshops geared towards emerging designers and their professional growth as leaders in the LA design community. Emerging Leaders Program was first of its kind hosted by the IIDA SoCal chapter and LA City Center chapter group in 2021.

### Podcast Guest Speaker

Discussed topics related to healthcare design and design resilience as 1 of 4 guest speakers specifically chosen to participate in a roundtable conversation moderated and hosted by Sara Marberry and Doug Shapiro. The roundtable discussion was later featured as an episode of the [Imagine a Place](#) podcast.

### Community Service

Dedicated to community service and regularly volunteering at local non-profits, shelters, food banks, and community centers. Active participant in numerous community fundraisers and philanthropy events every year for the past 18 years.

### Mentorship

Devotedly committed to nurturing the bright futures of young professionals and their talents by imparting wisdom, constructive feedback, and championing their professional growth.

## languages

### English

Fluent

### French

Working Proficiency

## passions

### Architecture, Design, Art + Fashion

I am inspired by how art, design, and fashion serve as powerful forms of creative expression and personal style. The harmonious interplay of color, shape, material, and composition fuels my design process, providing endless inspiration for creative ideation.

### Sustainable + Ethical Design

I am passionately committed to incorporating eco-friendly, non-toxic, sustainable, and ethically sourced materials, products, and systems into every project, no matter its size, scope, or budget. My goal as a designer is to craft visually stunning spaces that not only reflect sustainability and ethical design principles but also make a meaningful impact on the environment and the communities they serve.

## professional references

### Crystal Martinez, CID

#### Interior Design Director

CO Architects

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### Sepi Savonell, CID

#### Associate Principal

ZGF, Los Angeles

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### John Pawlak, NCARB, AIA

#### Associate

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( Additional references may be provided upon request. )