

Genevieve Carter

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Education

Rhodes College, Memphis, Tennessee
BA, Major: Studio Art, concentration in painting. Graduated May 1999

Lincoln College, Oxford England
Classical Studies Program, Summer 1998

UCLA Extension Interior Design Program
CAD/ Drafting , Spring/Fall 2003

Computer programs: CAD, Excel, Word, Photoshop, InDesign, Quark, Illustrator, MAC/PC proficient

Experience

Commune Design, Inc., West Hollywood, California
January 2006- July 2008

Project manager at a residential and commercial interior design firm in Los Angeles. Multitasked on a variety of responsibilities while overseeing multiple projects in New York, Los Angeles and Las Vegas. Sourced furniture, fabric, lighting to fit scope, style and budget of each project. Oversaw fabrication of all custom fixtures. Worked directly with artisans. Clients included: Fashionology, Oliver Peoples, Kiki De Montparnasse, Undeafated, and private residences.

...And Company, Los Angeles, California
December 2003- November 2005

Account Executive/project manager at fast paced creative services firm. Primarily worked as a liason between designers and the client, William Morris Agency. Created materials that were cohesive with a rebranding of WMA's identity. Orchestrated design and delivery for a range of projects occurring simultaneously, including advertisements, stationery, invitations, t-shirts and other collateral. Managed branding and design projects for William Morris clients, which included Ryan Seacrest, the Ms. America pageant, and the childrens property Rose Petal Place. Contributed skills, from sewing to book binding in collaborative environment. Maintained relationships with vendors. Multitasked to meet needs of other clients including, EMI Capitol Records, St.Martins Press, Clementine Foods, and the Humane Society.

Otto Design Group, Los Angeles, California
June 2002 -December 2003

Junior Designer at an interior design firm that specialized in retail design. Sourced furniture, fabrics, lighting, wallpaper and various other decorative elements for multiple projects. Developed relationships with vendors. Ran a "found" furniture program for 10 consecutive Urban Outfitters store openings, which included sourcing, preparing, overseeing delivery, and on site set up of items. Consistently finished projects under budget. Utilized CAD skills for furniture plans, cashwrap layouts, ceiling plans, etc. Clients included Urban Outfitters, Penguin Clothing.

Blue Haven, USC Stark Program Film, Los Angeles, California
June - August 2000

Production designed a USC, STARK Program graduate film. Scouted locations, dressed all sets, sourced and created props on limited budget. Handeled all production design on set for 14 day shoot with skeletal crew. Film selected by the Sundance Film Festival and sold to HBO

*References available upon request