

JODI PRIESMEYER

210-687-7568

Jodi@JodiDesign.com · www.JodiDesign.com

EXPERIENCE

JULY 2007 – PRESENT

DESIGNER & CONTRACTOR, JODI PRIESMEYER DESIGN

- Work closely with subcontractors, on and off job sites, to communicate and ensure client and quality expectations
- Negotiate price and timeline expectations with subcontractors
- Develop and maintain strong and trusting relationships with clients and subcontractors
- Design and present plans with selections and estimates for projects
- Contract remodel and new build, interior and exterior, commercial and residential projects
- Create construction schedules and timelines and manage progress to ensure completion of the job promptly
- Work with architects and contractors to communicate customer expectations and ensure the finished project has everyday living and working functionality expected
- Concept and draft original drawings for remodels, custom cabinets, furniture layouts, etc.
- Manage project cost to reflect the budget expectations through the appropriate selections and plan adjustments
- Select interior furnishing and create layouts for residential and commercial projects
- Submit and manage all orders and deliveries for hard and soft interior selections
- Maintain day-to-day business management, including bookkeeping, billing, and taxes

MAY 2023 – NOVEMBER 2023

ARCHITECTURAL PROJECT COORDINATOR, MUSTARD DESIGN

- Monitored assigned job progress and communicated with clients and contractors on progress
- Compiled survey and documentation, including measurements to create site and building existing conditions in Revit
- Prepared schematic design documents, including renders for presentation on projects for clients and contract bidding
- Assisted principal architects in presentation meetings of schematic designs to clients
- Contributed to the preparation of construction documentation, including project code compliance
- Attended meetings with city officials and historic board to ensure site and project compliance with city zoning

APRIL 2004 – JULY 2007

DESIGN ASSISTANT & BOOKKEEPER, THOMAS HOGAN DESIGN

- Supported relationships with clients by scheduling and attending design meetings, assisting with selections, and kept clients informed of progress and timeline
- Completed all orders and monitored progress for selections from fabric to custom-made case goods and upholstery
- Communicated directly with subcontractors to bid on projects and to monitor the progress of each project, consisting of custom upholstery, furniture design and drapery, home remodeling, layout, selects, and staging
- Managed estimates, client billing, accounts payable and receivable

FEBRUARY 2002 – MARCH 2004

MARKETING ASSISTANT, SHAPRIO CONSULTING GROUP, INC.

- Assisted in budgeting and buying for tradeshow, schedule and attend meetings, and program and man tradeshow
- Designed trade show booth, DVD case covers, faces and inserts, and negotiated with printing companies and suppliers for the production of final goods
- Managed and maintained books, as well as calculate and draft a budget for the business every month
- Administered and updated the Asiva website and search engine rankings
- Re-wrote, updated, and edited the design and layout of the technical manual for Asiva Photo Software
- Researched media outlets, wrote and distributed press releases, and negotiated software reviews
- Consulted with resellers and took product orders from customers

JODI PRIESMEYER

210-687-7568

Jodi@JodiDesign.com · www.JodiDesign.com

EDUCATION

EXPECTED GRADUATION MAY 2024

MASTERS OF ARCHITECTURE, THE UNIVERSITY OF TEXAS AT SAN ANTONIO

Completion of M. Arc III program with an emphasis in Urban Planning and Development and Historical Preservation

DECEMBER 2001

BACHELOR OF SCIENCE IN ADVERTISING, THE UNIVERSITY OF TEXAS AT AUSTIN

Completion of Texas Creative Program with an emphasis in Graphic Design and Business Associates

SKILLS

Proficient in: Photoshop Illustrator InDesign Quickbooks
Revit Enscape Rhino Grasshopper

QUALITIES

Creative Independent Thinking
Motivated Detail Oriented