

Allison Gallegos

ALLISONGALLEGOS.COM

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OFFTHEVERANDA.DESIGN@GMAIL.COM

EDUCATION:

Master of Arts

Interior Architecture and Design
Academy of Art University
Graduated Spring 2021
3.95 cumulative GPA

AutoCAD Course

New York Institute of Art & Design
Fall 2022

Bachelor of Arts

Anthropology
Human Sexuality
California State University Northridge
Graduated Cum Laude Spring 2015

ORGANIZATIONS:

- ASID Allied Member
- IIDA Member

SPECIAL SKILLS:

Trilingual:

- Spanish Fluent
- English Fluent
- Italian Read/Write

Technical Skills:

- AutoCAD
- Adobe InDesign
- Adobe Photoshop
- Revit
- Lumion
- SketchUp
- Microsoft Excel
- PowerPoint
- Design Manager

Traditional Skills:

- Hand drafting
- Concept Development
- Space Planning

WORK EXPERIENCE:

Junior Interior Designer

Annette English & Associates

August 2021 - October 2022

- Assisted design team in all project phases
- Led job-site installations, coordinating multiple trades
- Maintained quality control throughout projects
- Prepared presentations + material boards for clients
- Drafted elevations, floor plans, & furniture in AutoCAD
- Photoshopped renderings and images
- Used Design Manager to create specifications, proposals, purchase orders, & send client funds requests.
- Managed vendor relationships throughout projects

Art Studio Resident Artist

Art Rebel, Sherman Oaks

January 2019- Summer 2020

- Created, developed, and managed design of studio
- Artist of custom murals throughout studio
- Collaborated with owner, artist Ponti Lambros
- Coached & developed sustainability camp students
- Project management for in-house events

Store Operations Manager / Floor Leader

LUSH Cosmetics - Topanga Mall

April 2016 - August 2020

- Trained product receivers on DAX system
- Led shop-wide cycle counts monthly
- Maintained organized product rotation & inventory
- Conducted Aged/ damaged product audits
- Investigated inventory variances
- Placed shop orders on a bi-weekly basis
- Facilitated day to day operations through use of executive level problem solving skills.

Regional Visual Merchandiser

LUSH Cosmetics - Head Office

September 2016- March 2019

- Visual Merchandising of high traffic shops in So-Cal
- Maintained company standards across the region
- Conducted quarterly management support visits
- Design leadership during New Shop Openings
- Learned & utilized custom LUSH Handwriting
- Coordinated international travel itinerary
- Led team trainings in Vancouver & Toronto