

Alexandria (Ally) Hintzke | Interior Designer

San Francisco, CA | 925-336-1908 | arhintzke@gmail.com

LINKS

[Professional Portfolio - allyhintzke.com/ally-hintzkes-portfolio](https://allyhintzke.com/ally-hintzkes-portfolio)

PROFILE

Passionate and skillful interior designer adept in handling all aspects of design from conception to completion. Knowledge in residential remodels and new construction bringing experience in design, management, and production on all scales. Offering an ability to collaborate and lead as a dynamic and dedicated professional.

EMPLOYMENT HISTORY

Jul 2024 — Present	Junior Designer, The Wiseman Group San Francisco, CA <ul style="list-style-type: none">Oversaw project operations by managing proposals, purchase orders, invoices, and key deliverablesProcured and expedited FF&E in alignment with company standards, optimizing vendor coordination and delivery schedulesMaintained and organized project documentation, schedules, and material libraries while tracking milestones and progressPartnered with Senior and Principal Designers to develop and refine design concepts
Dec 2023 — Jul 2024	Associate Designer, Kimberley Harrison Interiors Lafayette, CA <ul style="list-style-type: none">Led projects through facilitating communication with client, contractors, and PrincipalCompleted site-measures to verify site conditions and draft plans to company standardsSupported in client presentations by providing insight and detailed expertiseDeveloped design concepts and digitally communicated ideasCreated and followed project budgetsCommunicated effectively with vendors and maintained industry relationships
Nov 2022 — Dec 2023	Interior Designer, Catherine Macfee Interior Design Berkeley, CA <ul style="list-style-type: none">Developed detailed drawings and plan sets to effectively communicate intent to contractor and clientManaged turn-key project installs with receivers, movers, and GCsLed project development through construction and FF&E phasesSpecified and sourced materials for all aspects of projectDesigned custom furniture, cabinetry, lighting, rugs, and tileReviewed and approved shop drawings and DFAs
Nov 2021 — Nov 2022	Design Assistant & Jr. Designer, Catherine Macfee Interior Design Berkeley, CA <ul style="list-style-type: none">Produced client presentations, material palettes, and design boardsEffectively documented notes and approvals at site-visits and client meetingsProduced and maintained project schedulesMaintained communication with reps and vendors for quotes, samples, and presentationsOrganized internal project documentation and files
Apr 2021 — Sep 2021	Design Assistant and Manager, Tri Valley Upholstery Pleasanton, CA <ul style="list-style-type: none">Managed projects and all internal functions through upholstery productionMaintained client communication from estimate through completionProvided exceptional customer service and advised clients on materials, products, and process

EDUCATION

Sep 2017 — May 2021 **B.S. in Interior Design, San Francisco State University**

SKILLS

AutoCAD	Design Manager
Adobe Creative Suite	Houzz
Hand Drafting	Basecamp
SketchUp	Slack
Quip	Microsoft and Google Suites

See next page for references

REFERENCES

Manuel Dedios at Tucker and Marks

design@manueldedios.com

Neha Oswal at Nicole Hollis

nehaoswal0102@gmail.com

Chloe Griffith at HSH Interiors

chloe.griffith.design@gmail.com