

ARIEL TREVINO

INTERIOR DESIGN STUDENT

PROFILE

A second year interior design student with a background in psychology. In progress of completing Houston Community College's Interior Design program. Current roles include freelance interior design and six years of administration and project management in the high-end residential millwork industry.

EXPERIENCE

FREELANCE INTERIOR DESIGN

2022 - Present

- Space planning & designing residential interiors
- Sourcing materials and FF&E
- Hiring and managing sub-contractors throughout project

ADMINISTRATIVE ASSISTANT

Treviño Construction Co. Inc.

2018 - Present


- Preparing and issuing estimates, invoices, and draw forms
- Handling bookkeeping tasks: reconciliation reports, AR/AP, quarterly and annual tax forms, financial journal entries
- Processing weekly payroll schedules and 941 tax payments

PROJECT MANAGER

Master Craft Woodworks Inc.

2017 - Present

- Responsible for estimating projects and budget tracking
- Communicating with clients, GCs, architects, and designers throughout each stage of projects
- Managing and collaborating with the team to ensure multiple projects stay on track to meet fabrication and installation deadlines
- Establishing relationships with vendors to order job materials

 832-577-2862

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EDUCATION

AS INTERIOR DESIGN

Houston Community College (HCC)

2021 - Present

BA PSYCHOLOGY

Texas State University

2013 - 2017

SKILLS

- AutoCAD
- Sketchup
- Hand Drafting
- Construction Documents
- Millwork Design
- Graphic Presentation
- Project Management
- QuickBooks
- Microsoft Office Suite
- Customer Service

ORGANIZATIONS

HCC IDESIGN CLUB

President

NKBA

Student Member

ASID

Student Member