

Sarah J. Waraksa

Interior Designer

1401 Clover Lane | York, PA 17403

C: (717) 683-4364

mtnartrekker@hotmail.com

[LinkedIn](#)

OBJECTIVE

Seeking a position where I can grow as a designer and apply my skills in facilities, architectural and design. I am detail oriented and have strong organizational skills. I am also currently studying for the NCIDQ exam and eager to grow as a designer.

EDUCATION

Bucks County Community College, Newtown, PA

Currently pursuing Historic Preservation Certificate, Phi Theta Kappa Honor Society

Pennsylvania College of Art and Design, Lancaster, PA

Two-year Certificate in Interior Design, Graduated Cum Laude - May 2005

Bucks County Community College, Newtown, PA

Studied Vernacular Architecture abroad in England - June 2003

York Technical Institute, York, PA

Computer Aided Design / Drafting, Associate in Specialized Technology - April 1996

RELATED SKILLS

Interior Design/ Space Planner:

- Prepare FF&E material lists
- Familiar with the secretary of interior standards for historic properties
- Preparation of construction document packages
- Block and space planning in accordance with international building codes
- Incorporate millwork details, elevations, lighting and architectural finishes into design plan
- Create Color / Finish boards for client presentation
- Experienced with working on LEED projects
- Create finish specifications and floor finish schedules
- Maintain a sample and architectural library
- Extensive background working in CAD
- Compile Furniture Invitation to Bid packages
- Review submittals

Computer Skills:

- AutoCAD
- Cap 20/20
- Architectural Desktop
- Currently learning Revit
- Adobe Photoshop
- Adobe Illustrator

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EMPLOYMENT

Beers & Hoffman Architects LTD. , Lititz, PA

Interior Designer
August 2016 - November 2017

Interior Designer at the Diversified Design office. Projects included healthcare, high-end residential and commercial design. My tasks were with the preparation of construction document packages, interior finish plans, finish specifications and preparing furniture bid specifications. I also met with manufacturers representatives, participated in field surveys, and survey implementation into CAD.

Royal Business Interiors, York, PA

Designer/ Specifier
September 2011 - August 2016

Designer and specifier for a contract furniture dealer. I provided CAD support with space planning, field survey, specifying furniture pieces, custom product requests and preparing preliminary quotes for commercial design projects. Meet with clients to discuss programs for commercial reconfigurations. Some of our clients included corporate headquarters for central PA based insurance company, financial institutions, healthcare systems, and general services administration projects.

Ladew Topiary Gardens, Monkton, MD

Gardener
April 2009 - October 2011

As a member of the garden staff I helped to maintain 22 acres of gardens for this not for profit 250 acre historic site. I trained volunteer gardeners and participated in educational series for visitors.

Warehaus, Formerly LSC Design, York, PA

Interior Designer
November 2006 - August 2008

I was part of two studios within the architectural department at LSC Design, healthcare and commercial design. Projects included space planning, preparation of construction document packages, and creating furniture fixture and equipment materials lists in CAD. I also assembled color finish boards for client presentations, participated in field surveys, and programming with clients. I worked on LEED projects, department of general services projects and helped clients make final finish selections. I met with manufacturers representatives and managed the interiors library.

Nutec Group- Nutec Facilities Corp, York, PA

CAD Technician/Designer Consultant for Harley Davidson Motor Company
June 1999 - November 2006

Worked on a team that managed CAD drawings for the Harley-Davidson Motor Company Final Assembly Plant in York, PA. I provided CAD and design support for equipment configuration plans for new model assembly lines. Projects consisted of field survey and documentation in CAD of the properties utilities, buildings, office layouts, office moves, and space planning for new and existing equipment locations. In addition to CAD work, I assisted the lead Interior Designer at Nutec's main office with materials, finishes, color selections and conceptual designs for commercial projects.

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EMPLOYMENT

Donsco Incorporated, Wrightsville, PA

CAD Technician

September 1997 - June 1999

As the sole draftsman, I provided the maintenance and facilities departments with CAD support for this cast ductile iron foundry. I coordinated with engineers to implement their project plans into cad drawings and supported two plant locations. Projects consisted of space planning for company office moves, new equipment placement and documentation with field survey and CAD file management.

Advance Graphics Services, Dover, PA

CAD Technician

February 1996 - September 1997

Edited and managed blue prints and mechanical drawings using CAD for this manufacturer of in-line and off-line finishing equipment.