



KELLY MCMILLEN

INTERIOR DESIGNER

CONTACT

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📍 Newport Beach, CA

📱 @kellymcmillen

PROGRAMS

AutoCAD

SketchUp (& Enscape)

Photoshop

InDesign

Revit

Excel

Microsoft Office

Powerpoint

Pages

Google Docs

Rhino

SKILLS

AutoCAD & Hand Drafting

Digital & Hand Rendering

Sketching

Concept Packages

Mood Boards

Presentation Boards

Model Building

Problem-Solving

Color Analysis

Material Specification

Textile Specification

Vendor Correspondence

Office Organization

PORTFOLIO LINK: kellyraemcmillen.com

RELEVANT WORK EXPERIENCE

Interior Designer

MAYNARD DESIGN + INTERIORS
FEBRUARY 2022 - PRESENT

I began working at *Maynard Design + Interiors* while completing my BA in design. For the past four and a half years, I've worked across the full design process on high-end residential, luxury hospitality, and commercial projects. I grew into the role of Lead Architectural Drafter, and currently take charge of producing full construction documentation, 3D models, and concept packages for all clients.

DESIGN & PLANNING

- Space Planning
- Concept Development
- Adjacency Diagrams
- Material/Finishes
- Design Presentations

DOCUMENTATION

- Full Construction Drawings
- Reflected Ceiling Plans
- Electrical & HVAC
- Custom Furniture
- Code Compliances

FF&E

- Furniture / Decor
- Textiles / Drapery / Upholstery
- Finish Schedules
- Vendor Correspondence / Quotes
- Plumbing / Appliance Selection

3D VISUALIZATION

- SketchUp Modeling
- Outsourced Rendering
- Correspondence
- Visual Presentations

COORDINATION / EXECUTION

- Vendor Coordination
- Client Meetings
- Site Visit / Field Verify
- Installation Support

OFFICE

- Schedule / Workflow Support
- Documentation Management
- Office Organization
- Internal Team Meetings/Review

CURRENT WORK EXAMPLES:

Hospitality Villas

2,890 SQFT (3 bed, 2.5 bath) *vacation rental*
Project Type: Full Remodel

- Developed concept packages and client presentation decks to showcase different design directions
- Conducted on-site visits to site-measure and utilized AutoCAD to create detailed existing and demolition plans
- Developed the complete construction documentation including plans, flooring layout, furniture plans, elevations, custom cabinetry, reflected ceiling plan, and switching layout.
- Contributed to the custom design of newly remodeled kitchen, cabinetry, bathrooms, bed frames, and headboards
- Pulled material sample palettes and led correspondence with material vendors to ensure on-time delivery of products
- Assisted in the team installation process to oversee the completed the project

Commercial

Shopping Center ~ 200,000 SQFT
Project Type: Full Remodel

- Developed exterior color and material mapping overlays for client presentations
- Curated and assembled concept imagery and presentation packages for design proposals
- Designed interior shopping stall and booth concepts
- Planned square footage and internal layouts to accommodate projected vendor and tenant needs
- Researched and selected exterior façade material options
- Created Photoshop visualizations to illustrate proposed exterior façade design features
- Collaborated with internal team members and clients to refine design concepts and project direction
- Prepared exterior color palettes and material documentation for city submissions and approvals
- Contributed to exterior façade design development through concept exploration and iteration

INTERESTS

Theme Parks

Painting

Drawing

Crafting

Upcycling

Sewing

Traveling

Theater / Concerts

Puzzles / Games

Wellness Center

11,800 SQFT

Project Type: Full Remodel

- Collaborated with team leadership to develop overall concept direction for a local Wellness Center
 - Developed floor plans, determining spatial organization for private offices and group areas
 - Assisted in optimizing circulation and flow throughout the space
 - Conducted on-site measurements to support accurate plan development
 - Curated and finalized color palettes for client presentations and created color overlay designs and pattern applications to enhance interior concepts
 - Built a detailed 3D model of the interior and exterior spaces to support design visualization
 - Researched and integrated sound-absorbing solutions for public and shared areas
 - Assisted in the design and fabrication of a custom planter and integrated seating feature
 - Coordinated with vendors to oversee fabrication and execution of custom-built elements
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Residential

5,025 SQFT (4 bed, 4.5 bath)

Project Type: Full Remodel

- Prepared specification sheets for use throughout the design and development process
 - Conducted site visits to perform field measurements and oversee construction progress
 - Developed construction documentation, including plans, flooring layouts, furniture plans, elevations, custom cabinetry details, reflected ceiling plans, and switching layouts
 - Assisted with on-site installation to support project completion
 - Contributed to interior and exterior material layouts and specifications
 - Coordinated with material vendors on pricing, specifications, and quantity takeoffs
 - Prepared documentation for custom furniture pieces and coordinated with internal team to oversee fabrication through completion
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ADDITIONAL WORK EXPERIENCE

Disney College Program

FOOD & BEV

JULY 2017 - JANUARY 2018

I participated in the Disney College Program (DCP) in Florida where I was immersed in theatrical and themed entertainment design. I worked in two out of the four theme parks for food & beverage and themed festivals. It was during my DCP that I discovered my love for themed design. During the program, I took advantage of classes offered through Disney which focused on leadership and environmental theme park design and operations. After the completion of the program, I returned to school and declared my major in Interior Design.

EDUCATION

Bachelor of Arts

Interior Design

INTERIOR DESIGNER'S INSTITUTE (IDI) - *Newport Beach, CA*

FALL 2021 - FALL 2023

- Recipient of the "Eileen Grey Award" upon Winter 2023 graduation in recognition of creativity and consistency in projects
- Received all As in design classes
- Received 7 "Hall of Fame" recognitions for class projects:
 - Certificate Course (x1)
 - Kitchen Design (x1)
 - Design Principles (x2)
 - Bath Design (x1)
 - Residential Design (x1)
 - *Color - Digital presentation saved as class example*
 - Environmental Design (x1)
 - *Textiles - Final booklet saved as class example*

CALIFORNIA STATE UNIVERSITY LONG BEACH (CSULB) - *Long Beach, CA*

JANUARY 2020 - DECEMBER 2020

- Utilized "Open University" online interior-design classes offered during COVID-19 lockdown

MONTGOMERY COLLEGE (MC) - *Rockville, MD*

JANUARY 2018 - DECEMBER 2020

- Worked towards Associates Degree prior to transferring to IDI
- Achieved the Dean's list each semester attended
- Two design projects were saved and displayed in the art building
- Four projects were chosen to be displayed for a semester in the Sarah Silberman Art Gallery