

# Emily Rickman

## Summary

Accomplished interior designer and project manager who specializes in corporate and multifamily projects. Knowledgeable team leader who manages multiple assignments, coordinates cross-functional team responsibilities, and mentors junior staff. Adaptable and cooperative team member who stays current on industry developments and trends and keeps colleagues motivated throughout the design process.

## Experience

Hickok Cole | Richmond, VA + Washington, DC

August 2011 to Present

Associate Interior Designer

- Develops creative design solutions unique to each client's culture, brand, and vision.
- Creates design concepts, project plans, and production drawings and oversees client presentations, including InDesign documents and material palettes.
- Project manages small design teams under the direction of a design director.
- Oversees and maintains project budgets, schedules, staffing, and billings.
- Coordinates project work with external consultants and jurisdictional authorities.
- Reviews work for quality to ensure successful design and documentation.
- Produces and oversees schedule documentation, including finishes, door and hardware, plumbing, lighting, and equipment.
- Manages production of complex permit and construction drawings, and monitors construction progress, submittals, and RFIs during construction administration.
- Produces and oversees FF+E design and selection, including initial budgets, RFPs, dealer selection, and installation.
- Motivates and mentors team members by sharing best practices and knowledge.

Fox Architects | McLean, VA

July 2006 to August 2011

Interior Designer

- Provided design expertise on multiple complex projects with a focus on corporate interiors.
- Developed detailed permit and construction drawings as well as presentation materials, including InDesign documents and material palettes.
- Coordinated with project consultants throughout the design process.
- Assisted with BOMA square footage measurements and calculations.
- Participated in the documentation of sustainable design and project accreditation.
- Participated in FF+E design and selection, including initial budgets, RFPs, dealer selection, and installation.
- Coordinated vendor and rep presentation appointments and library updates.

## Education

Virginia Commonwealth University  
Bachelor of Fine Arts | Interior Design  
2002-2005

## Software

Revit Architecture	Newforma
AutoCAD Architecture	Procure
Adobe Creative Suite	Deltek
Bluebeam	Office 365

## Projects

### Co-working:

#### Commerical Interiors

Gather Arts District  
Gather Midolthian  
Gather Short Pump  
Richmond, VA

### Multifamily:

#### Apartment Community and Amenites

4620 Wisconsin Avenue  
Washington, DC

Alta 801  
Washington, DC

Avanti Largo  
Largo, MD

Dominion Apartments  
Arlington, VA

Libbie Mill Clubhouse  
Richmond, VA

Libbie Mill Penstock Quarters  
Richmond, VA

Parc View At Commonwealth  
Richmond, VA

The Brightly  
Alexandria, VA

The Current  
Richmond, VA

The Frame At Dulles Station  
Reston, VA

Western Supply  
Tulsa, OK

Wellsmith  
Richmond, VA

### Secure Facilities:

#### Commerical Interiors, Lab, SCIF and Warehouse

Confidential GSA Facility  
Herndon, VA

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Herndon, VA

Enviromental Protection  
Agency  
Philadelphia, PA

Raytheon  
Reston, VA

UVAF Honeywell  
Charlottesville, VA

### Workplace: Build to Suit, Building Repositioning, High Performance, and Commerical Interiors

American Geophysical  
Union  
Washington, DC

Ballston Exchange Spec  
Suites  
Arlington, VA

Bechtel  
Reston, VA

Care Hospice  
Charlottesville, VA

Compass  
Washington, DC

Dominion Payroll Services  
Richmond, VA

Enviromental Protection  
Agency  
Philadelphia, PA

### Workplace, cont.

Impact Makers  
Richmond, VA

National Association of  
Broadcasters  
Washington, DC

NDP Agency  
Richmond, VA

Park Place  
Rosslyn, VA

Pfizer  
Washington, DC

Pivotal Ventures  
Seattle, WA

Reunion Square  
Washington, DC

Shamin  
Richmond, VA

Time Warner Cable  
Herndon, VA

United Mine Workers of  
America  
Washington, DC

Washington Gas  
Springfield, VA

Youth For Understanding  
Washington, DC