



Goal driven, results oriented Registered Interior Designer, with experience in interior design, project management, construction and contract administration, space planning, and facilities planning. I possess exceptional organizational, multi-tasking, and time management skills. Extremely detail-oriented, analytical, dependable, and able to improvise when needed. I am a strong, loyal team member with the ability to work independently when required. I promote continued learning through education, experience, and professional affiliations that will enhance my credibility and company profitability, for long-term growth and stability.

CORE STRENGTHS

- Programming & Space Planning
- Contract Negotiations
- Design & Drafting
- Architectural Specifications
- Project Management
- Building and Accessibility Code Requirements
- Team Building & Leadership
- Excellent Client Rapport
- Organizational Skills
- Oral & Written Communications
- Detail Oriented
- Construction Administration

PROFESSIONAL EXPERIENCE

Interior Design

- Prairie View A&M University, Prairie View, TX JAN 2014 to PRESENT
Adjunct Professor, School of Architecture.
Intro Interior Design and Interior Design II
- Shundra Harris Interiors, Houston, TX MAY 2007 to PRESENT
Owner and Principal Designer of SHI, a full service Interior Design firm. Continually developing and adhering to a global strategic business plan in order to provide efficient and competitive interior design services. Provide leadership and management to design professionals and support staff. Define project scope and detailed fee structures for contract negotiations. Facilitate interior design services for various project types, from corporate/commercial, small medical facilities, to educational and government, residential and retail including specifications of furniture, finishes and equipment, lighting, artwork, and custom designed items. Provide technical leadership, design expertise, and project management, from programming, schematic concept, design development and construction documentation, through all aspects of bidding and construction administration, while performing frequent client communications to ensure satisfaction. Create project schedules with detailed time management, and monitored progress at all stages, to achieve on-time and within-budget performance objectives.
- Design Partner, Diane Alexander and Associates, Houston, TX DEC 2006 to NOV 2009
Promoted the organization through public relations, networking, and business development. Managed various interior design projects, coordinating other designers and support staff, while providing client relations through efficient and frequent communications. Provided interior design, drafting,



procurement, construction administration, and project management services for various commercial project types. Enhanced projects through interior design services, including specification and selection of furniture, finishes and equipment, lighting, artwork, and custom designed items.

- Design Intern, Leo A Daly, Houston, TX JUL 2007 to SEP 2007
Provided design and drafting skills for Hobby Airport, Houston, TX. Assisted account managers through 2-D proposed spatial layouts, selections, materials, and finishes, to enable the client to envision the final result. Drafted redlines to working drawings.

Engineering Career

- Project Mgr., Sr. Integration Engineer, Nortel Networks, Richardson, TX JUN 1998 to DEC 2004
- Integration Engineer, Motorola, Fort Worth, TX JAN 1998 to JUN 1998
- Load and Configuration Management, Hughes Aircraft, Arlington, TX SEP 1996 to JAN 1998

EDUCATION

- The Art Institute of Houston, Bachelor of Fine Arts, Interior Design, 2007
- University of Texas at Arlington, Bachelor of Science, Computer Science and Engineering, 1998

PROFESSIONAL AFFILIATIONS

- Texas Association for Interior Design (TAID), Board Position, President-Elect, 2017-Present
- Texas Association for Interior Design (TAID), Board Position, President-Elect, 2015-2017
- Texas Association for Interior Design (TAID), Board Position, VP of Students, 2013-2015
- American Society of Interior Designers (ASID), Board Position, Show House President, 2017-2018
- American Society of Interior Designers (ASID), Board Position, Show House President-Elect, 2016-2017
- American Society of Interior Designers (ASID), Board Position, Show House Chair, 2013-2017
- US Green Building Council (USGBC)
- International Interior Design Association (IIDA)

COMMUNITY SERVICE AND AWARDS

- ASID Ruby Awards, Residential Design, Honorable Mention
- ASID Ruby Awards, Product Design, 1st Place with Creative Style Furniture
- Sensory Garden Design for Grant Preparation, The Rise School
- Design and Development for The Center, Serving Persons with Mental Disabilities
- Featured Speaker at MetroCon, Dallas on Healing Environments, with Diane Alexander Designs
- ASID Ruby Awards, Education Design, Healthcare Design, Best Architectural Feature, and New Product Design, with Diane Alexander Designs
- Hospitality Design Award and Best In Show, The Art Institute of Houston