



PERSONAL DETAILS:

NAME:

JANEIL DAVIS

PROFESSION:

SENIOR INTERIOR DESIGNER

PROVINCE:

GAUTENG

DRIVER'S LICENCE:

CODE B (08)

NATIONALITY:

SOUTH AFRICAN

LANGUAGES:

FLUENT IN ENGLISH AND AFRIKAAN

CONTACT NUMBER:

073 148 0937

EMAIL ADDRESS:

davis.Janeil@gmail.com

COMPUTER SKILLS:

AUTOCAD	*	*	*	*	
REVIT	*	*	*		
SKETCHUP	*	*	*		
CANVA	*	*	*	*	
MS OFFICE SUITE					
- MS WORD	*	*	*	*	*
- MS EXCEL	*	*	*	*	
- POWERPOINT	*	*	*	*	*
- MS PROJECT	*	*			

ABOUT ME:

I am a highly knowledgeable, hardworking and creative professional with more than 15 years' experience in all 4 disciplines. I have extensive skills in all areas of Interior Design, from concept development to close-out and project management. Offering strong communication skills, and an ability to collaborate and lead as a dynamic and dedicated professional. I am responsive to my peers and eager to assist whenever and wherever possible. My understanding of space planning and design helps to reshape any interior space to suite my client's expectations. Personal Interior Designer well-trained in working with residential, commercial, retail and hospitality clients. Detailed-orientated team player with strong organisational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

EDUCATION:

TSHWANE UNIVERSITY OF TECHNOLOGY

2002 - 2005

B-Tech. (Interior Design)

"New Apartments, a Historical Landmark Rediscovered" a dissertation submitted for fulfilment of requirements for the degree: B-Tech degree (Interior Design), Supervisor: Mrs Rita Cilliers (With Distinction)

POTCHEFSTRROM HIGH SCHOOL FOR GIRLS

1995 - 1999

Matric

English HG, Afrikaans HG, Mathematics SG, Science SG, Geography HG, and Art HG

WORK EXPERIENCE:

DESIGNING SPACES:

FREELANCE / SELF-EMPLOYED

JUNE 2019 - PRESENT

SENIOR INTERIOR DESIGNER

My responsibilities are as follows:

- Relief work to major Interior Design firms to assist their design departments with residential, retail, hospitality and corporate design.
- Client consultations for outlay of corporate space.
- Commercial space planning and advisory service.
- Conceptualise office space, receptions, pause areas and canteens.
- Detailed designs and specifications for manufacturing process.
- Project management of design process including planning, cost management and coordination of projects.
- Coordination of activities of suppliers, contractors, and design team.
- Council drawings for submission and approval.

HEID INTERIOR DESIGN:

CONTRACTOR

JANUARY 2019 – MAY 2019

SENIOR INTERIOR DESIGNER

My responsibilities were as follows:

- Retail and residential design concept, floor plans, construction drawings, detailed shopfitting drawings, specifications, and moodboards.
- Client meetings and presentation.
- Project management of design process including time frame planning, cost management and coordination of projects.
- Coordination of activities of suppliers, contractors and design team.

BLACKSHEEP DESIGN:

CONTRACTOR

OCTOBER 2018 – DECEMBER 2018

SENIOR INTERIOR DESIGNER

My responsibilities were as follows:

- Assisting the design department on various projects with concept design, space planning, construction drawing packs.

DESIGNING SPACES:

FREELANCE / SELF-EMPLOYED

DECEMBER 2015 – SEPTEMBER 2018

SENIOR INTERIOR DESIGNER

My core responsibilities were but not limited to:

- Relief work to major Interior Design firms to assist their design departments with residential, retail, hospitality and corporate design.
- Client consultations for outlay of corporate space.
- Conceptualise office space, receptions, pause areas and canteens.
- Detailed designs and specifications for manufacturing process.
- Project management of design process including planning, cost management and coordination of projects.
- Coordination of activities of suppliers, contractors, and design team.

DRA GLOBAL:

MAY 2012 – MARCH 2016

TRAINEE PLANNER / PROJECT ADMINISTRATOR

My responsibilities were as follows:

- Weekly Drawing Office Management Reports with S-Curves.
- Liaison with Section Leaders with regards to projects and project status.

- Coordination of layouts between departments and sign off.
- Assisting with administration to the DO Department for smooth execution of projects within the given time frame.

Training: Microsoft Projects, Primavera 6 & Project Planning – Gantt Charts, S-Curves, Resource Histogram, Project Summary

BBR DESIGN:

JUNE 2009 – APRIL 2012

SENIOR INTERIOR DESIGNER

My responsibilities were as follows:

- Client consultations for outlay of corporate space.
- Commercial space planning and advisory service.
- Conceptualise office space, receptions, pause areas and canteens.
- Detailed designs and specifications for manufacturing process.
- Project management of design process including time frame planning, cost management and coordination of projects.
- Coordination of activities of suppliers, contractors and design team.

SPROUT DESIGN:

JULY 2008 – APRIL 2009

INTERIOR DESIGNER 7 SALES CONSULTANT

My responsibilities were as follows:

- Conceptualising residential designs, furniture designs and furniture layouts for current projects.
- Liaison with manufacturers during manufacturing process.
- Customer consultation regarding interior decorating merchandise sold in the shop.

T&B LOG HOMES:

MAY 2007 – JUNE 2008

ARCHITECTURAL DRAUGHTSPERSON

My responsibilities were as follows:

- Conceptualise residential and lodge designs.
- Client consultation for outlay of design and electrical points.
- Preparation of Council submission drawings and liaison with local Municipalities.
- Detailed architectural designs, specifications and working drawings for manufacturing process.
- Project management of design process including time frame planning and coordination of projects.

BBR DESIGN:

APRIL 2006 – APRIL 2007

JUNIOR INTERIOR DESIGNER

My responsibilities were as follows:

- Client consultations for outlay of corporate space.
- Commercial space planning and advisory service.
- Conceptualise office space, receptions, pause areas and canteens.
- Detailed designs and specifications for manufacturing process.
- Project management of design process including time frame planning, cost management and coordination of projects.
- Coordination of activities of suppliers, contractors and design team.

REFERENCES:

Tony More 083 325 4790

Neil Keates 083 378 0937

Tracey Johnson 083 414 0357