

# Jenna Breidegam Resume

## EDUCATION

### Academy of Art University, San Francisco CA

January 2023 – December 2025

MA Interior Architecture and Design

### Savannah College of Art and Design, Savannah GA

August 2005-August 2009

BFA in Interior Design

## JOB EXPERIENCE

### University Corporation for Atmospheric Research

January 2015- Present

Project Manager – Interior Design and Space Planning

Programs used: AutoCAD, Revit, Microsoft Suite (Word, Excel, Project), PPM Pro (Project Management Software), Archibus, Adobe Creative Suite, Google Suite, Adobe PDF

#### *Space Planning:*

I managed and optimized campus-wide space allocation and planning in direct collaboration with the COO's office and organizational leadership across all NCAR/UCAR facilities. Utilizing Archibus, I tracked and reported key facility data, including square footage and personnel assignments. My analysis of space utilization was integral to the management team's development of return-to-work protocols and provided the essential data foundation for the subsequent Comprehensive Campus Plan.

#### *Project Management/Interiors:*

I successfully coordinated and managed a varied portfolio of large, medium, and small-scale capital projects across four Colorado campuses. My responsibilities covered the complete project lifecycle, including managing complex budgets and project documentation, drafting and submitting RFIs and RFPs, and ensuring smooth employee transitions before and after project completion. I actively participated in and led construction and design meetings, coordinating closely with a wide range of stakeholders, including architects, general contractors, designers, and vendors. Furthermore, I collaborated extensively with other project managers and various in-house technical and maintenance teams (e.g., Multimedia Services, Networking, and Maintenance) to execute comprehensive interior renovations, furniture procurement, and technology upgrades (e.g., conference room AV systems).

#### *Move Management (Previous Work):*

Coordinated and executed office relocations by managing external contractors and internal teams (Logistics/Maintenance). My responsibilities included financial administration of invoices/POs and providing detailed space planning support by creating custom furniture assembly layouts using AutoCAD.

#### *Environmental Health and Safety (Previous Work):*

Managed facility compliance via building inspections and safety committees; conducted ergonomic evaluations and procurement; and served as the safety representative for all domestic and international Field Projects.

### Advanced Technologies Group

March 2012- September 2014

Project Associate/Facilities Management

Programs used: AutoCAD, Microsoft Suite, Adobe PDF

Managed and produced compliant AutoCAD technical plans for Hospitals and Healthcare Facilities nationwide. This involved conducting comprehensive on-site Life Safety and Architectural surveys (measuring, inspecting life safety equipment, and collaborating with facility personnel). Office

**Location:** Loveland, Colorado

**Phone:** 303-829-5509

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responsibilities included technical drafting, revising architectural plans, and ensuring adherence to space utilization and fire protection codes.

### **M. Grace Designs/Direct Floors**

September 2011-March 2012

Assistant Designer/Freelance

Programs used: AutoCAD, Revit, Microsoft Suite

Contributed to several multi-million dollar high-end residential interior design projects under a leading Chicago designer. Responsibilities included conceptual design, materiality selection (specializing in flooring), and technical documentation. I produced 3D models and renderings and overall floor plans using Revit and AutoCAD Architecture. Provided key project support by attending client meetings, leading site walkthroughs, and assisting with design selections.

### **SKILLS AND PROGRAM KNOWLEDGE**

AutoCAD Architecture

Revit Architecture

Microstation

3D Studio Max

Adobe Creative Suite (Photoshop, Illustrator, Indesign, PDF)

Archibus

Microsoft Suite (Word, Excel, Powerpoint, Project)

Google Suite

### **AFFILIATIONS AND CERTIFICATIONS**

**AAU IAD Student Interior Design Organization**

**US Green Building Council** – LEED Green Associate

May 2017-Present

**Alliance Safety Council** - Certified Occupational Specialist

March 2018-Present

**AUTODESK** - AutoCAD 2014 Certified Professional

June 2014-Present