



# MONIKA TEUFFEL MOORLACH

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## Experience

- Design Manager, GENSLER – Newport Beach, CA 2015–2016
- Participate during all phases of project delivery, including proposal writing, contracts, consultant agreements, project schedules, budgets and work plans.
  - Interface with clients, contractors, agencies, engineering and specialty consultants.
  - Review internal project accounting documents and process draft project billing.
  - Manage project teams, assign and monitor completion of tasks, participate in coordination and document preparation for projects and provide quality assurance via review of project documentation.
  - Selected for 2016 gConnect talent development and client relationship leaders mentorship program
- Designer, FISHER DESIGN COMPANY – Santa Monica, CA 2013–2015
- Worked alongside Principal to develop schematic design, design development, FF&E selection, 3D renderings and working drawings, including reviewing documents for code compliance.
  - Prepared and presented image boards, space planning concepts and material boards.
- Designer/Project Coordinator, RETAIL ELEMENT CONSULTING / PARTNERS BY DESIGN – El Segundo, CA 2010–2015
- Collaborated with Creative Director on branding concepts and design development for retail, restaurant, workplace and tenant improvement clients in the United States, Japan and China.
  - Assisted Principals with project status coordination and production tasks.
  - Produced schematic designs, space plans, 3D drawings, material boards, and participate in client presentations and meetings.
- Designer, WALDO'S DESIGNS – Los Angeles, CA 2012–2013
- Procured and purchased furnishings, artwork and accessories for high-end residential, restaurant and hospitality projects including Wolfgang Puck restaurants and Four Seasons.
  - Conferred with clients, vendors and consultants on space planning, FF&E, and produced design presentation materials.
  - Created cost estimates and schedules for client approval, and proposals and purchase orders for labor, equipment, furnishings and materials.
- Design Intern, THERESA FATINO DESIGN – Manhattan Beach, CA 2012–2012
- Prepared presentation packages, including FF&E specifications, for hospitality projects that include W Hotel Hollywood and St. Regis San Francisco.
  - Assisted in management of project material selection, budget and schedule.

## Education & Credentials

- NCIDQ – IDFX and IDPX 2016
- Master of Interior Architecture – UCLA / California State Polytechnic University, Pomona – Los Angeles, CA 2012  
Activities: ASID UCLA Chapter
- Bachelor of Arts, International Studies – University of California, Irvine – Irvine, CA 2006  
Triple Minor: Management, Art History, Japanese Language & Literature  
Activities: Order of Omega National Honor Society, Pi Beta Phi Fraternity, NCAA Rowing

## Skills

SketchUp, AutoCAD, Revit, Adobe Photoshop, Illustrator, InDesign, Microsoft Office Suite, speaking fluency in Japanese