

VADA SECCARECCIA

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(508) 863 - 2610

QUALIFICATIONS

Eight years as a design professional with six years in residential design.

Exceptional skills managing client relationships.

Able to quickly analyze and solve complex problems.

Proven ability working in fast-paced, detail-oriented environments.

Dedicated to delivering creative solutions to design challenges.

EDUCATION

Rhode Island School of Design
Providence, RI
Master of Architecture, 2003

Bryn Mawr College
Bryn Mawr, PA
Bachelor of Arts, Physics, 1996

PROFESSIONAL AFFILIATIONS

American Institute of Architects
Associate Member
Editor, *Premises* newsletter, 2011

National Kitchen & Bath Association
Associate Kitchen & Bath Designer
AKBD certification, 2006

DESIGN EXPERIENCE

VS Designs, Providence, RI
Design Consultant 2002 - 2011

Worked directly with clients to design and plan kitchen renovations. Completed comprehensive kitchen remodel including design, demolition, and installation. Drafted plans for zoning review. Created 2-D and 3-D graphics and written content for marketing materials.

The Home Depot, Norwood, MA
Kitchen & Bath Designer 2004 - 2007

Designed kitchen and bath renovations. Created construction documentation, perspective drawings, and details. Specified products and finishes. Worked directly with clients, contractors, and suppliers to coordinate and manage projects.

Providence Housing Authority, Providence, RI
Physical Needs Assessor 2001

Inspected housing properties to identify areas of improvement. Presented findings to housing authority board. Made recommendations for future planning.

Rhode Island School of Design, Providence, RI
Teaching Assistant 2001

Guided first-year architecture students through studio design problems. Ran mock critiques. Served as a critic on final design critiques.

The MathWorks, Natick, MA
Technical Marketing Specialist 1998 - 2000

Planned and executed marketing programs including advertising, direct mail, e-mail, and press releases. Authored and edited marketing materials and technical publications. Created 2-D and 3-D graphics for promotional materials.

MANAGEMENT & COMMUNICATIONS EXPERIENCE

U.S. Census Bureau, Providence, RI
Assistant Manager of Administration 2010

Led a human resources department supporting 1300+ employees. Responsible for processing applications for employment, hiring, payroll, and personnel actions.

U.S. Census Bureau, Providence, RI
Assistant Manager of Technology 2009 - 2010

Maintained hardware, software, and telecommunications equipment. Organized and printed materials for data collection. Provided technical guidance and support to staff.

U.S. Census Bureau, Providence, RI
Office Operations Supervisor 2009

Ensured the accuracy of all field data collection. Coordinated workflow between departments. Developed training materials and trained staff on processes. Created procedures for inventory management.

The MathWorks, Natick, MA
Technical Support Engineer 1996 - 1998

Resolved software issues via phone and e-mail. Mentored new engineers by teaching support procedures, assisting on phone calls, and proofreading e-mails.

SOFTWARE SKILLS

InDesign, Photoshop, Illustrator, Excel, 20/20 Design, AutoCAD
Ability to learn programs quickly and adapt them to project needs.