

DEEDEE BIRCH

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65 Salem Road, Fairfield, CT 06824

PROFILE

A passionate sustainability advocate with expertise in interior design, healthy material specification and procurement, biophilic design, and neuroarchitecture. Possesses a strong background in writing, research, and project management.

EDUCATION

THE BOSTON ARCHITECTURAL COLLEGE

Master of Design Studies in Sustainable Design

MAY 2022

Thesis Commens Award

Nomination for Most Outstanding Thesis Award

Cumulative GPA: 3.94/4.00

BOSTON UNIVERSITY

Bachelor of Arts in English Literature, *Magna Cum Laude*

MAY 2018

Bachelor of Fine Arts in Sculpture, *Cum Laude*, Minor in Arts Leadership

Goldenberg Award Outstanding Female Sculptor

Cumulative GPA: 3.76/4.00

CERTIFICATIONS & ACCREDITATIONS

INTERNATIONAL LIVING FUTURE INSTITUTE

Living Future Accreditation

JULY 2023

THE NEW SCHOOL

Healthier Materials and Sustainable Building Certificate

DEC 2022

PROFESSIONAL EXPERIENCE

PROJECT MANAGER

MAY 2022 - PRESENT

DAG Design

Led search for and transition to new project management software, which streamlined client and vendor communications and accounting. Identified bottlenecks in company workflows and developed internal tools and solutions to improve project efficiency and team communication. Served as office administrator and technology support system in addition project management and procurement responsibilities. Supported ongoing company growth through the development and maintenance of strong client and vendor relations.

- Procured all fixtures, furnishings, fabrics, and finishes across projects.
- Produced project documents, including client presentations, proposals, quotes, purchase orders, and FFE schedules and tracking sheets.
- Tracked orders and scheduled deliveries across 10-15 ongoing interior design projects, ensuring smooth deliveries for clients.
- Managed company calendar and coordinated subcontractor installations and deliveries.
- Maintained project management software, company website, and Google Workspace.
- Invoiced all purchased items for Principal and bookkeeper review.
- Completed and submitted resale tax documents across vendors.
- Served as central point of contact for clients, vendors, commercial receivers, and designers.

DESIGN ASSISTANT

NOV 2019 - MAY 2022

DAG Design

Spearheaded the digitization of company operations by transitioning team to client-facing project management software. Taught all existing and new team members how to navigate and utilize new project management software. Supported principal designer in daily operations.

- Assisted head designer with purchasing, photoshoots, client meetings, and general administration.
- Created floor plans of ongoing projects for head designer and clients in SketchUp.
- Maintained company website and project management software.
- Ordered samples and attended client meetings.
- Procured fixtures, furnishings, fabrics, and finishes across projects.
- Tracked orders and helped coordinate deliveries.

CONTRACT WRITER

JULY 2019 - AUG 2020

Freelance

Generated consistent, on-brand content for dozens of recurring clients via Fiverr and as an independent contractor.

- Wrote SEO-rich blogs, articles, and web copy.
- Served as a ghostwriter for longer (5,000-40,000 word) research-based articles and ebooks.
- Researched and wrote about a wide variety of topics including arts and culture, eCommerce, sustainability, product roundups, financial management and planning, among others.

INTERIOR DESIGN INTERN

JUNE 2018 - AUGUST 2018

Heirloom

Served as an interior design intern at a vacation rental startup based in Boston, MA.

- Collaborated with designers and fellow interns to make design selections and order to appropriate locations.
- Sourced and purchased unique, local artwork and decorative pieces for rental properties.
- Traveled to rental property locations and worked with the design team to assemble furniture, hang artwork, decorate, and stage properties for photoshoots.

KEY COMPETENCIES

FFE Procurement

Software Management

Research

Time Management

Project Management

Work Flow Development

Communication

Office Administration

Client Relationships

Invoice Management

Writing

Calendar Management

OTHER ROLES

STUDENT ARCHIVAL ASSISTANT

FEB 2016 - MAY 2018

Boston University's Howard Gottlieb Archival Research Center

EXHIBITIONS INTERN

SEPT 2016 - DEC 2016

Boston Center for the Arts

REFERENCES

AVAILABLE UPON REQUEST