Trevor Hollis

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My Key Qualifications

- Programming and test-fit work for **11 workplace projects totaling 286,000 square feet**, all delivered inside client review windows.
- Revit construction documents for 4 corporate office build-outs, cutting drawing-review comments from 34 to 19 per issue set.
- Closed **47 RFIs at a 3-day average turnaround** across 3 active construction administration projects.
- Presented concepts and material palettes to 8 client teams; secured first-round concept approval on 6.
- FF&E and furniture specifications held **within 2% of client budgets** on 3 multi-floor office projects.
- Earlier test fits and planning options at BOKA Powell supported 4 project wins totaling 112,000 square feet.
- **NCIDQ Certificate** holder with a LEED Green Associate credential.

Experience

Interior Designer — **Corgan**, a national architecture and design firm

May 2023 – Present · 3 yrs 6 mos

- Led programming and test-fit studies for 11 workplace projects totaling 286,000 square feet, translating headcount, adjacency, and departmental requirements into Revit space plans and presentation packages delivered within client review windows of 5 to 12 business days.
- Produced and coordinated Revit construction documents, including plans, elevations, details, and finish schedules, for 4 corporate office build-outs, cutting drawing-review comments from 34 per issue set to 19 through standardized sheet organization and Bluebeam finish-schedule checks.
- Presented design concepts, material palettes, and furniture recommendations to 8 client teams, securing first-round concept approval on 6 projects with Adobe Creative Suite presentations tied to brand, budget, and workplace needs.
- Managed submittal and RFI tracking during construction administration on 3 active projects, closing 47 RFIs with an average turnaround of 3 business days by coordinating responses with consultants and logging decisions in Bluebeam.
- Developed furniture plans and FF&E specifications for multi-floor office projects, keeping final furniture packages within 2% of allocated client budgets by partnering with furniture dealers on pricing, alternates, and workstation standardization.

Interior Design Associate — **BOKA Powell**, a Dallas-based architecture, planning, and interiors firm

Jul 2021 – Apr 2023 · 1 yr 9 mos

- Prepared test fits and planning options for 9 tenant improvement pursuits and early-stage workplace projects, developing occupancy-based layouts, adjacency diagrams, and presentation boards for client interviews that supported 4 project wins totaling 112,000 square feet.

- Assisted with Revit documentation, finish schedules, and finish specifications for 5 office renovation projects, cross-checking plans, legends, and specifications before internal quality reviews and cutting finish schedule revisions from an average of 6 per project to 3.
- Coordinated furniture and finish information with dealers, vendors, and consultants, assembling complete pricing and cutsheet packages for 14 bid deadlines without a late submission by tracking selections, lead times, and alternates in shared document logs.

Education

- **Texas State University** — Bachelor of Science in Interior Design · 2017 – 2021

Skills

- **Design & Documentation Tools:** Revit, AutoCAD, Bluebeam, Adobe Creative Suite, Enscape, Microsoft Office
- **Workplace Interiors:** Programming, Test Fits, Space Planning, FF&E Specifications, Construction Administration

Certifications

- **NCIDQ Certificate** – Council for Interior Design Qualification (2026)
- **LEED Green Associate** – U.S. Green Building Council (2024)