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# JESSICA ETHEREDGE

## Career History

2008-Present                      Office Coordinators, Inc.                      Chattanooga, TN  
**BlueCross BlueShield of TN Project Manager**  
Attend construction and move meetings, establish logistics and delivery schedules, double check acknowledgements, provide interface between manufacturer, installation crew and end user.

Fall 2007                              University of Tennessee                      Chattanooga, TN  
**Adjunct Instructor**  
Interior Design - College of Health, Education, & Professional Studies

2006-2007                              TWH Architects, Inc.                              Chattanooga, TN  
**Director of Interiors**  
Select materials for a variety of projects, create room schedules, review submittals and shop drawings for materials and casework, create floor finish patterns, meet with manufacture representatives.

2005-2006                              CWC    Atlanta, GA  
**Interior Designer**  
Space planned and specified commercial offices with system and casegood furniture, trained new employees, managed multiple nationwide projects through various salespeople.

2002-2003                              University of Florida                              Gainesville, FL  
**Graduate Teaching Assistant**  
Instructed students in design studio with my previous experience and knowledge of design courses.

1999-2003                              The Furniture Shoppe                              Chattanooga, TN  
**Design Intern and Sales Assistant**  
Greeted and assisted customers in the shop and attended sales meetings, maintained customer contacts.

## Education

2001-2004                              University of Florida                              Gainesville, FL  
*Masters of Interior Design*  
Architectural Interiors Studio, AutoCAD, Lighting, Management Procedures, Research Methods, Codes and Specifications, Construction Documents.

1995-1999                              University of Tennessee                              Chattanooga, TN  
*Bachelor of Science in Human Ecology*  
Architectural Drafting, Systems Design, Residential Design, Kitchen and Bath Design, Historic and Contemporary Design, Space Planning.