

While working in Design|Build as an Operations Manager, I successfully developed and grew relationships with suppliers, subcontractors, and homeowners, helped with interior design specifications, managed new construction budgets, performed cost benefit + market analysis, supported and maintained collaborative relationships with team members, and C-level executives. As a result, I received a raise and expanded job responsibilities within the first year of employment.

Most recently while living in Joshua Tree, California, I had the opportunity to work as an Independent Contractor Housekeeper for several property management companies who also work with Airbnb. This allowed me to strengthen my design, time + project management skills, have greater attention to detail, and learn more about the needs of the homeowners and guests.

I've been very fortunate that my career has provided me the opportunity to work several hybrid roles in agile, fast-paced environments. There have been many times over the course of my business career that I've started from the ground-up which I believe is a major advantage because I know all aspects of the business. This has allowed me to become more humble, and furthered my passion to be of greater service to others.

I would appreciate the opportunity to meet in person to get to know each other better, and learn more about the Design Assistant position.

Sincerely,

Sarah Moore