

JOSEENA GEORGE

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PROFESSIONAL SUMMARY

Experienced and detail-oriented Interior Designer with over 15 years of combined experience in interior design and architectural projects, managing all phases from concept to completion. Ability to manage design development, tender documentation, GFC drawings, site coordination during execution, and final space setup for handover. Skilled in collaborating with multidisciplinary teams, including operations, procurement, contractors, consultants, and bidding teams. A self-motivated, innovative, and goal-driven professional committed to delivering high-quality, timely, and client-focused project outcomes. In addition, completed certified training in digital marketing and graphic design, offering added value in visual storytelling, branding, and online presentation of design concepts.

KEY SKILLS

Technical Skills

- Construction Drawing Production
- BOQ Preparation & Quantity Take-offs
- Project Coordination
- MEP Coordination
- Project Management
- Client Communication
- Site Execution & Technical Coordination
- Time Management

Software Skills

- Autocad
- Revit
- Canva,
- Adobe Illustrator
- Photoshop
- After Effects

Digital Marketing

- SEO
- SEM
- Google Ads
- Social Media Marketing
- Email Marketing
- Website creation
- Paid advertising
- WordPress

PREVIOUS EXPERIENCE

Senior Interior Designer
Z AXIS, Bangalore

June 2021 - January 2024

- Managed end-to-end delivery of corporate interior design projects, from concept design to project handover.
- Created space plans, conceptual layouts, and detailed design presentations in line with client requirements.
- Selected interior materials and finishes such as flooring, carpets, furniture, paint, and wall coverings for client approval.
- Conducted site visits to evaluate existing conditions, perform feasibility studies, and gather site measurements for design validation.
- Prepared and reviewed Bills of Materials (BOMs) to align design solutions with budget constraints before the tendering phase.
- Collaborated with internal project stakeholders, including CAD teams, 3D visualizers, and design consultants, to develop GFC and tender documentation.
- Coordinated technical details with external consultants across disciplines—IT, AV, signage, HVAC, and MEP—to ensure design integration.
- Participated in construction administration: reviewed material submittals, finish samples, and shop drawings to ensure design fidelity.
- Represented the design team during client meetings and site coordination discussions, resolving design-related issues and obtaining necessary approvals.
- Maintained communication between vendors, contractors, and consultants to facilitate smooth workflow and timely project execution.

KATERRA DESIGN PVT LTD, Bangalore

- Led corporate workplace interior projects from concept to completion, including BIM-based design implementation.
- Managed full design lifecycle: conceptual design, schematic design, construction documentation, and administration.
- Attended client work sessions to gather design briefs, understand goals, and finalize functional layouts.
- Coordinated and led BIM/CAD technicians in preparing detailed construction drawings and BIM deliverables.
- Oversaw quality control of design documentation, ensuring compliance with client requirements and standards.
- Directed cross-functional collaboration with consultants (MEP, IT, AV, Signage), contractors, and PMC.
- Supervised site execution, attended coordination meetings, and resolved design-related issues on-site.
- Prepared BOQs and ensured adherence to project budget during the tender stage.

Participated in client review meetings and handled documentation for approvals and design revisions.

Senior Interior Designer**April 2016 -April 2017****Oculus Design Studio,Bangalore**

- Delivered high-profile corporate interior projects from design development through GFC to final handover.
- Created functional layouts, mood boards, material sample boards, and coordinated FF&E selections.
- Conducted feasibility studies, site assessments, and measurements for design validation.
- Reviewed and prepared BOQs, ensuring cost alignment before tender submissions.
- Produced quality GFC/shop drawings and coordinated with CAD/3D teams, vendors, and contractors.
- Led junior designers and reviewed their output for accuracy, compliance, and presentation quality.
- Integrated consultant inputs (HVAC, MEP, Signage, AV) into cohesive design documentation.
- Attended design review and site meetings, resolving design execution issues and supporting client communication.

Autocad Designer**August 2013 -November 2015****DWP (Design worldwide partnership),Bangalore**

- Supported design and documentation for corporate interiors, handling layouts, sections, and shop drawings.
- Collaborated with internal design, CAD, BOQ, and 3D visualization teams for project delivery.
- Coordinated technical inputs with consultants (MEP, AV, IT) for integration with design.
- Conducted regular site visits to monitor progress and resolve design conflicts.

Autocad Designer**June 2010 -August 2013****DSP Design Associates , Bangalore**

- Produced detailed construction drawings (plans, elevations, sections, ceiling layouts) for commercial interiors.
- Developed material mood boards and sample presentations for client approvals.
- Interfaced with consultants, vendors, and PMC for design alignment and execution support.
- Participated in site visits to ensure design accuracy and support project implementation.

Autocad Designer**VIJAY PUNJABI CONSULTANTS PRIVATE LIMITED , Bangalore**

- Developed tender and GFC drawings for commercial interior projects.
- Created coordinated drawing sets including furniture layout, flooring plans, and MEP-integrated ceiling layouts.
- Collaborated with internal teams for BOQ preparation and consultant coordination.

- Providing Training to students on CAD Software's like AutoCAD, Revit etc.

TRAINING & CERTIFICATION

Executive certificate program in Digital Marketing - Entri Elevate (Illinois Tech Certified) November 2024 – March 2025

- Extensive knowledge of SEO practices, including keyword research, on-page optimization, and competitor analysis, resulting in improved website rankings.
- Experienced in Google Ads and SEM, managing search, display, video, and shopping campaigns to drive high-quality traffic and conversions.
- Proficient in social media marketing strategies, creating and optimizing Facebook and Instagram ad campaigns, increasing engagement and lead generation.
- Hands-on knowledge of Google Analytics to track website performance, analyze data, and refine marketing strategies.

PG Diploma in Graphic Design - AND Academy November 2023 – March 2025

- Applied type anatomy, Gestalt principles, colour theory, and layout techniques to design visually balanced, type-driven compositions by following a structured design process.
- Designed and executed carousel designs and social media campaigns, focused on visual storytelling and user engagement.
- Gained hands-on experience in brand identity and visual identity systems, including logo creation, colour theory application, and brand guideline development.
- Skilled in campaign design, developing cohesive concepts across print and digital media platforms.
- Trained in Adobe After Effects for creating motion graphics, kinetic typography, and animated brand visuals.

EDUCATION

Diploma in civil Engineering Department of technical Examination, Kerala 2000-2003

PG Diploma in Graphic Design [AND Academy, Delhi] 2023-2025

Executive certificate program in Digital Marketing - Entri Elevate (Illinois Tech Certified) 2024-2025

LANGUAGES

- English
- Hindi
- Malayalam
- Kannada
- Tamil

PERSONAL DETAILS

- Nationality: Indian
- Marital Status: Married
- Date of Birth: 17-11-1982
- Visa Status: Family Visa
- Gender: Female