

MARTA SWIEZAK

54 Nearco Crescent, Oshawa, ON. L1L 0J4
(416) 871-1206 | martaswiazak7@gmail.com

A passionate and enthusiastic professional with over nineteen years of experience in interior design, construction, relationship building, and leadership management. I'm people-focused, kind, and genuine, with a belief in the goodness of others. I focus on solutions, teamwork, and the details of design and construction, with a strong belief that customer service is everything. I'm adaptable and flexible in new environments as well as embrace opportunities and knowledge.

QUALIFICATIONS

- Experience in studio management, leadership management, design details and delivery of exceptional customer service and sales;
- Extensive knowledge of interior finishes, understanding of colour charts, floor plans, architectural drawings and the ability to communicate about products in a design environment;
- Attention to detail, with the ability to articulate options, resolve issues, provide solutions and make decisions;
- Strong communication (both oral and written), interpersonal and organizational skills;
- Ability to work under pressure, time management, critical thinking, multitask and meet strict deadlines;
- Computer literacy with experience in MS Office applications, including Microsoft Office, Monday.com, and AutoCAD.

EDUCATION

George Brown College

Toronto, ON
March 2011

- Completed Interior Decorating Certificate

PROFESSIONAL EXPERIENCE

Sun-Brite Drapery / Sun-Brite Altex

Estimator

Program Manager

Architectural & Design Consultant

Project Coordinator

Concord, ON

December 2025 – May 2026

September 2024 – December 2025

January 2022 – September 2024

April 2018 – January 2022

- Managed and coached installation team as well as administrator team;
- Managed and maintained communication on multiple sites with clients on delivery and installation progress;
- Provided schedules based on, PDI dates, closing dates and site timelines;
- Reviewed and approved client and installer invoices prior to submitting to accounting;
- Prepared weekly schedules for installers and maintained daily reports in Monday.com;
- Reviewed architectural drawings and floor plans to produce quotes, proposals and contracts;
- Provided and discussed suggestions and/or alternative to products best suited for the project;
- Maintained contact and relationships with clients while networking and engaging new relationships at industry events;
- Managed on-going projects from time of receiving purchase order, site visit, measuring, ordering and installing;
- Reviewed and approved purchase orders, change orders, invoices and products;
- Provided solutions to challenges regarding deficiencies, discontinued and unavailable products;
- Developed and maintained department procedures, strategies, and offerings.

Remington Homes – Design Studio

Décor Manager

Décor Administrator

Design Associate (weekend, part-time)

Markham, ON

December 2014 – February 2018

April 2011 – December 2014

March 2009 – April 2011

- Managed the Design Studio which included but not limited to renovations, update of trends, presentation and customer service;
- Managed, coached and developed nine employees, also conducted the training of new employees;
- Coordinated and acted as first point of contact between appropriate trades, site supers, and Design Consultants;
- Verified floor plans, codes, prices and ensured information is entered accurately and appropriately;
- Prepared Design Consultants product price binders, completed weekly schedules and monthly time sheets/invoices;
- Scheduled and organized appointments for Design Consultants with purchasers;
- Organized, reviewed and submitted completed colour charts to head office on a weekly basis;
- Prepared reports and provided recommendations for Décor processes, functions and procedures;
- Referenced important documents such as Sales Deals, Schedule A, Schedule Z, floor plans, colour charts, trade list, etc., in order to finalize details with purchasers;
- Resolved inquiries, concerns, and issues with homeowners, suppliers, sales/marketing, construction and customer service;
- Obtained product samples such as hardwood, tiles, cabinets, etc. to keep the showroom up with trends;
- Created AutoCAD sketches as well as supported architectural appointments.

North Star Homes

Sales Assistant

Scarborough, ON

May 2007 – March 2009

- Opened Model Homes with various duties to greet guests;
- Prepared New Home information for guests (price list, floor plans, exterior packages, etc.);
- Provided information on standard and upgrade features;
- Presented guest through different floor plans and explained the key difference between models;
- Assisted Real Estate Agents with any inquiries.

REFERENCES

Available upon request.