

TESHAYA JERVIS

Designer | Coordinator

CONTACT

☎ (647) 904-8660
✉ tjervis@hotmail.com

EDUCATION

Bachelor of Interior Design
Sheridan College
2017-2021

SOFTWARE

- MS Excel
- MS Project
- MS Word
- Probooks
- AutoCAD
- SketchUp
- Revit
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign

SKILLS

- Project Coordination
- Drawing review
- Building Information Modeling
- Ontario Building Code
- File organization and records management
- Customer service and client relations
- Invoice processing
- Construction Documentation
- Contract administration
- Vendor & Supplier Coordination
- Stakeholder communication
- Procurement
- Project Scheduling & Tracking
- Accounts payable
- Budget Tracking & Cost Control
- Purchase Orders & Invoice Processing

WORK EXPERIENCE

○ Sales and Rental Associate

Long and McQuade
Jan 2024 - July 2026

- Served as primary point of contact for customer inquiries, rentals, repairs, and special orders.
- Coordinated order fulfillment and scheduling.
- Processed contracts, invoices, rental agreements, and supporting documentation with a high degree of accuracy.
- Maintained organized records and communicated effectively with customers and internal teams to resolve issues.

○ Assistant Art Director

Director's Guild of Canada - *Various films*
Sep 2019 - Jan 2025

- Developed floor plans, layouts, and construction drawings to support project requirements and creative objectives.
- Collaborated with directors, construction teams, vendors, and trades to coordinate project execution and resolve issues.
- Coordinated procurement of materials, equipment, and services.
- Managed project documentation, revisions, and approvals.
- Conducted site visits and supervised on-site installation activities.

○ Accounts Payable Assistant

Beast Games Production
Dec 2024 - May 2025

- Performed three-way matching of invoices, purchase orders, and receipts to ensure accuracy and compliance.
- Coordinated with vendors to resolve invoice discrepancies, payment inquiries, and documentation issues.
- Maintained financial records for audits and reporting requirements.
- Assisted with budget tracking, invoice processing, and administrative functions within the accounting department.

○ Interior Designer

Self-Employed
Jun 2022 - Jan 2024

- Managed multiple client projects from planning and budgeting through procurement and final execution.
- Developed project schedules, tracked milestones, and adjusted timelines to accommodate changing project requirements.
- Coordinated with clients, contractors, suppliers, and vendors.
- Prepared project estimates, managed budgets, and monitored costs.
- Resolved project challenges proactively while maintaining client satisfaction and project objectives.