DANIEL OKAFOR

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SUMMARY

Interior design coordinator with 2+ years supporting hospitality and residential projects from schematic design through installation. Produces AutoCAD drawings and SketchUp models, manages FF&E specification packages and purchase orders, and keeps the sample library ready for client meetings. Tracks 400+ line items per project without losing a finish or a ship date.

SKILLS

- AutoCAD
- SketchUp
- FF&E Specification
- Purchase Orders
- Microsoft Excel
- Revit
- Bluebeam
- Sample Library
- Organizational Skills
- Communication

CERTIFICATES

NCIDQ Interior Design Fundamentals Exam (IDFX) - Passed

CIDQ • 03/2025

EXPERIENCE

Interior Design Coordinator

Queen City Hospitality Design • Charlotte, NC

08/2025 - Present

Coordinator for a 20-person studio designing hotels and multifamily amenity spaces.

- Coordinate FF&E specification packages for **5** hotel renovations, tracking 400+ line items in Microsoft Excel.
- Generate purchase orders and check vendor acknowledgments, catching 30+ pricing or finish errors before production.
- Draft AutoCAD furniture plans and Bluebeam markups for designers ahead of weekly client reviews.
- Organize a sample library of 1,500 finishes and return memo samples to sales reps every 2 weeks.

Design Assistant

Myers Park Residential Studio • Charlotte, NC

06/2024 - 07/2025

Full-time assistant at a residential design firm with 4 designers.

- Built SketchUp models of **12** kitchens and living spaces for client presentations.
- Drafted Revit as-built plans from site measurements on 8 whole-home remodels.
- Scheduled deliveries and installs with movers and trades, keeping 90% of installs on the original date.
- Compiled client selection binders with finishes, fixtures and lighting specs for contractor bids.

EDUCATION

Bachelor of Fine Arts

University of North Carolina at Greensboro

Greensboro, NC

05/2024

Interior Architecture