Samuel Ortiz

SPACE PLANNER

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SUMMARY

Space planner with 7 years of commercial furniture and workplace planning for offices up to 250,000 sq ft. Builds AutoCAD space plans, stacking plans and occupancy analysis, and uses problem-solving skills to fit growing teams into existing floors. Supports clients and sales reps with fast, organized revisions and steady customer service.

SKILLS

AutoCAD • Revit • Space Planning • Stacking Plans • Occupancy Analysis • CET Designer

Furniture Specification • Microsoft Office Suite • Problem-Solving Skills • Customer Service

EXPERIENCE

Space Planner 03/2022 - Present

Wacker Commercial Interiors Chicago, IL

Commercial furniture dealer serving corporate, education and healthcare clients.

- Produce AutoCAD space plans and furniture typicals for 60+ projects a year, from 20 to 900 workstations.
- Build stacking plans and occupancy analysis for 6 headquarters consolidations, freeing one client from 2 leased floors.
- Specify furniture in CET Designer and release orders with **99%** part accuracy across $14M in sales.
- Revise plans for sales reps and clients within 48 hours while managing 8 to 10 open requests.

CAD Space Planning Assistant 06/2019 - 02/2022

Lakeshore Facilities Group Chicago, IL

Facilities management firm supporting 40 corporate sites in the Midwest.

- Maintained Revit and AutoCAD floor plans for **3.2M** sq ft of leased office space.
- Tracked 1,800 seat assignments in Microsoft Office Suite tools and reported monthly utilization to facility managers.
- Planned 120+ moves, adds and changes a year, reusing existing furniture wherever the layout allowed.
- Audited floors on site to correct drawing errors before lease renewals and furniture orders.

EDUCATION

Bachelor of Arts 05/2019

Columbia College Chicago Chicago, IL

Interior Architecture