

DANNIA NOVA

-  novadannia2@gmail.com
-  4756190877
-  Stamford, CT 06906

PROFESSIONAL SUMMARY

Experienced in interior design, architectural support, retail, and customer service, with a strong foundation in assisting professionals across all phases of the design process—including predesign, schematic development, design refinement, and purchasing. Brings a well-rounded skill set, attention to detail, and a collaborative mindset. Currently seeking opportunities as a drafter to contribute to innovative environments and grow professionally.

SKILLS

- AutoCAD
- Revit
- Microsoft Office
- Adobe
- Operational leadership
- Quick learner
- Proficient computer applications
- Team Player
- Detail oriented
- Organized

EDUCATION

University of Bridgeport
Bridgeport, CT • 05/2022

Bachelor of Science: Interior Design
GPA: Magna Cum Laude

Norwalk Community College
Norwalk, CT • 05/2019

Associate of Applied Science:
Interior Design
GPA: Honored Mention 2019

WORK HISTORY

RMI Surfaces - Design Engineer

Rye, NY • 01/2025 - Current

- Optimizing fabrication drawings by reducing production time and enhancing overall performance.
- Reviewed the counter top designs and drawing before sending out for approval by utilizing CAD software tools and Horus Software.
- Managed multiple projects simultaneously while adhering to strict deadlines and maintaining a high level of attention to detail.
- Addressed design challenges and evaluated alternative design models to meet project requirements.

Adrienne D'Agata - Interior Design Assistant

Port Chester, NY • 05/2023 - 04/2024

- Ordered samples from vendors to handle presentation creation activities.
- Cut invoicing time by 50% in 3 months by completing vendor descriptions during client approval delays, accelerating purchasing.
- Created design presentations with layouts, color schemes, and materials to support timely client decision-making.
- Scheduled and managed furniture deliveries with 95% of items arriving on time and damage-free.

Contadino Architects - CAD Drafter

Greenwich, CT • 11/2017 - 06/2019

- Created 3D views in revit to assist in finalizing the decision making of project.
- Drafted and modified construction documents using Autocad drafting program.
- Submitted space planning ideas as part of the preliminary design process.
- Converted site survey into exciting conditions using autocad.
- Aid in admin tasks such as record keeping, organizing samples and file management.