

JEFFREY MICHAEL
(646) 648-5579

PROFESSIONAL SUMMARY:

Seasoned multi-faceted professional with over 20 years of experience in balancing luxury property/estate management and development with highest-end men's and women's wardrobe styling and AutoCAD freelance work. Seeking a part-time position in interior design, private business or estate management utilizing my office administration experience, project management skills and problems resolution.

EXPERIENCE:

5/2019 - present

Freelance Creative: Interior Decorator, Administrative Assistant, AutoCAD Jockey, Retail Store Manager; Dallas

Active ASID member and FF&E consultant; also provide tech hardware/software management on an as-needed basis as liaison for exclusive residential projects in development. Accepting AutoCAD freelance work after managing an Authentic Brands Group company and consulting for Arhaus. Provide personal wardrobe calibration with private clientele. Presently at Dallas College in the Interior Design program on track to complete NCIDQ certification.

4/2023 - 6/2024

Arhaus: Design Consultant; Dallas

As a Design Consultant at Arhaus, I worked independently with clients and their designers, as well as the in-house Interior Designers to select merchandise from the collections that most effectively fit the needs and styles of the clients' homes and home offices.

9/2009 - 4/2019

Richard James Savile Row, Paul Stuart, Hugo Boss: Personal Stylist and Sales Associate; New York City

At Richard James Savile Row: Was recruited pre-opening to negotiate merchandising and image presentation. Monitored stock replenishment and POS software design. Participated at in-store media events. Built clientele in Bespoke and Made to Measure while maximizing sales in Ready to Wear.

At Paul Stuart: Developed client base through creative outreach and "concept clienteling."

At Hugo Boss: Worked closely with tailors to refine fitting skills learned at Parsons School of Fashion Design.

7/2007 - 8/2009

Cosanti Foundation and Itancan Advertising Agency: Graphic Designer; Mayer AZ and Oklahoma City

At Cosanti Foundation: As the in-house graphic designer my responsibilities included the conceptualization and execution of projects ranging from brochures, posters, way-finding signage and calendars to full-length publications. I worked closely with publishers to resolve technical issues involving color balance and resolution requirements. Typography was stressed for maximum impact.

At Itancan: Created corporate identification for professional, private businesses. Work included logos/name styles, annual reports and web graphics and animation.

5/2005 - 6/2007

Brad Kelly & Associates Premier Home Development Services,

Neiman Marcus, Barneys New York: Office Manager, Stylist, Sales Associate; Dallas

At Brad Kelly & Associates: Served as Office Manager of firm that specializes in homeowner representation and advocacy in the development of luxury estate homes, primarily in Highland Park/ University Park. Managed all day-to-day office activities, including scheduling of meetings with all homeowner clients, producing monthly project status reports, and managing the accounting, computer technology, graphic and web design, and other company needs. This included the installation of all home automation and appliances, specialty lighting, home security, specialty plumbing fixtures, as well as art and furnishings upon move-in. Additionally met with interior designers and landscape and pool contractors as needed.

At Neiman's and Barney's: Served as specialist for Italian Made To Measure and Men's Designer Sportswear Runway. Established client base in Men's Clothing and Women's Couture. Engaged in extensive Made to Measure client relations and management. Responsibilities included assisting Visual Team with necessary projects while monitoring and replenishing stock. Focused on developing new clientele.

5/2002 - 8/2003

Balk Family Estate, Ralph Lauren: Property Manager, Wardrobe Stylist and Sales Associate; San Francisco

Property manager for prestigious San Francisco home overseeing staff and operations of the home and grounds while working part-time in men's fashion.

6/1996 - 7/1999

Ralph Lauren, Gianni Versace: Assistant Manager, Wardrobe Stylist; New York City and Beverly Hills

At Ralph Lauren (New York): Was recruited from Madison Avenue sales force to train management in Garden City, NY. Duties included scheduling, operations and resolution of customer service issues.

At Versace (Beverly Hills): Developed clientele on Rodeo Drive while maintaining business decorum and ongoing operations following the designer's untimely passing.

EDUCATION:

University of Oklahoma

1. Bachelor of Fine Arts: Visual Communications; 2002

2. Bachelor of Fine Arts: Music; 1999

SKILLS:

Interior Design

Property/Estate Management:

(Maintenance and daily operations, staff management, utilities, computer, AV, Security and Landscape Management)

Retail Management:

(Operations, Scheduling, Merchandising, Personnel Training)

Wardrobe/Clothing Styling and Design:

(Bespoke and Made to Measure Fitting)

Graphic (Print and Web) Design

Music Composition

Painting/Fine Art

Photography, Typography, Serigraphy

SOFTWARE:

AutoCAD
InDesign
Photoshop
Illustrator
Powerpoint
Excel
Word
Apple iWork / Microsoft 365
Garage Band / Logic

REFERENCES:

Principal; Brad Kelly and Associates Premier Home Development Services, Dallas:

Brad Kelly (214) 663-3688

fbkelly@aol.com

Principal; Ellis & Associates, Dallas

Cindi Ellis (469) 713-7628

caellisco@gmail.com

Manager; Hugo Boss, New York City:

Jill Brynildsen (914) 318-3395

brynildsen.jill9@gmail.com

Principal; Aubri Balk Inc, New York City:

Aubri Balk (415) 939-6275

aubrilynnbalk@yahoo.com

General Manager; Il Bisonte, New York City:

Lisa Stefani (347) 835-3783

lisastefani@hotmail.com

By Appointment; Neiman Marcus, Dallas:

Albert Ballas (214) 991-7989

albertballas@att.net

WEB:

www.linkedin.com/in/jeffreymichael08

www.creativehotlist.com/jmichael2

CONTACT:

Jeffrey Michael
6817 Lomo Alto Dr Apt 15 Dallas TX 75205
(646) 648 – 5579
jeffreymichaelnow@gmail.com