

Nada Sebiski Todorovic
nada.sebiski@gmail.com
610 12th Street, Miami Beach 33139
15+ YEARS EXPERIENCE AS INTERIOR DESIGNER AND PROJECT SUPERVISOR

PROFESSIONAL EXPERIENCE

- Torkian Group, Concierge Service at 110 Greenwich Street (near World Trade Centre in NYC)** November 2020 - July 2021
- Provided excellent customer service to all residents and their guests
 - Recommended structural changes and interior design advice to enhance apartments setup
 - Provided tours of available apartments in the building to prospective clients
 - Maintained current knowledge of assets specific to the company's needs
- Associate Architectural Designer, B+W Architecture, New York, NY** January 2019-September 2019
- Creation of construction document drawing sets for review, bid and for building permit filing. Fast-paced retail projects including new store fit-outs, ground-ups and renovations. Primarily retail bank clients
 - Focus on client retail brand design standards, including custom branded millwork, specialty finishes and power & communication / secure device coordination
 - Participation in field measurement and creation of existing condition architectural survey drawings
 - Shop drawings submittal processing and review
- Quality Control, Daven Consulting LLC, Jersey City, NJ** May 2016-December 2018
- Langham Hotel 4th floor – renovation and quality control
 - Renovations of various commercial projects – offices
- Designer and Project Manager, V Services / M Minic Inc., New York, NY** January 2015 – May 2016
- Performed quality control
- Chief Executive Officer, Pro In Design, Belgrade, Serbia** September 2012 – July 2014
- Architectural and interior design and contract drawings preparation for both, commercial and residential spaces ranging from 600,000 to 1,000,000 sf.
 - Architectural design consulting and supervision of engineers & construction trades to ensure that projects are delivered on time and within budget
- Chief Executive Officer, SNT Design, Belgrade, Serbia** May 2006 – September 2012
- Design of residential dwelling interiors utilizing modern architectural concepts and materials, with a focus on quality and efficiency of design without affecting the budget and ensuring full comfort for occupants
 - Contract proposals preparation
 - Manage engineers & constructions trades with focus on quality, efficiency and economy improvement in design
- Representative, Loglen 1 WYW, Belgrade, Serbia** July 2010 – September 2012
- Design of energy efficient houses with a focus on elimination of thermal-bridges
 - Coordination of workload of group of architects, designers and contractors
 - Educator for market leadership in construction using low energy building material technology
- Supervisor, ROOFS, Belgrade, Serbia** June 2007 - July 2010
- Control and coordination of architectural and engineering work for twenty healthcare center projects, design and construction support with a focus on a business and financial aspect and performance
- Coordinator, Belgrade Neopolis Design Department, Belgrade, Serbia** May 2006 – June 2007
- Management of all phases of residential design projects, with a goal to provide maximum usage of available space and utilization accessibility, low energy consumption and sound proofing
- Managerial Consultant, BINS Trade, Belgrade, Serbia,** September 2000 - May 2006
- Management of international financial transactions between banks & clients
- Head Architect, KOZJAK, North Macedonia**
- Existing buildings design of renovation, restoration, rehabilitation, and new additions to multiple dwelling buildings.

EDUCATION & AWARDS

B.S., Architecture, College of Architecture, Ss. Cyril and Methodius University, Skopje, North Macedonia

Professional Licenses (300, 400), Serbian Chamber of Engineers, Ministry of Capital Investments

Belgrade, Serbia 2004

SKILLS

Computer programs - Microsoft Office: Word, Excel & PowerPoint, Adobe Acrobat Pro and AutoCAD 2017