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Coleen Clemente

Selected Works

Design • Architecture • Project Management









About me



I'm a Project Manager + Designer with experience across architecture, interiors, and construction coordination. I bridge the creative and technical sides of design—translating ideas into clear documentation, well-coordinated drawings, and thoughtfully executed spaces.

My work is guided by clarity, intention, and empathy. I value strong communication, efficient processes, and design solutions that genuinely improve how people live and interact.

My goal is simple: **to create spaces and systems that are meaningful, functional, and delivered with precision.**





Design & Project Experience

I support projects from concept through turnover—balancing creative thinking with technical problem-solving. My experience spans space planning, interior detailing, construction documentation, and coordinating with consultants, contractors, and clients.

Experience Includes:

- Space Planning
- CD Sets + Redlines
- Interior Finish Coordination
- FF&E Concepts
- Construction Administration
- Site Support + Subcontractor Communication

What I Bring:

- Clear documentation
- Strong coordination
- Fast problem-solving
- Ability to bridge design intent with real-world constraints





SKILLS & TOOLS

I combine technical proficiency with structured project workflows to deliver organized, accurate, and efficient project execution.

01

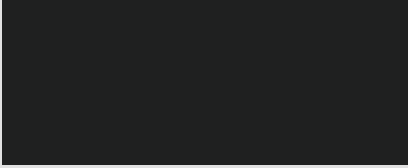
- AutoCAD
- SketchUp
- Revit (if applicable)
- Bluebeam
- Procore
- ACC
- Adobe Photoshop / Illustrator
- Asana / Trello / JIRA
- Microsoft Office

02

- RFI & Submittal Management
- Schedule Tracking
- Construction Coordination
- Design Intent Review
- Documentation Management
- Site Observation Support
- Vendor & Subcontractor Coordination

03


- Communication
- Time Management
- Problem-Solving
- Collaboration
- Adaptability
- Leadership
- Detail-Oriented
- Client Relations



Professional Background & Company Experience

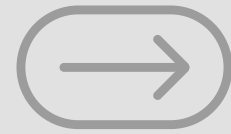
I've worked with architectural firms, construction companies, and interior design studios, where I supported luxury residential, high-end retail, hospitality, and multi-family projects.

These roles gave me hands-on experience with documentation, consultant coordination, subcontractor communication, and managing fast-paced project timelines.





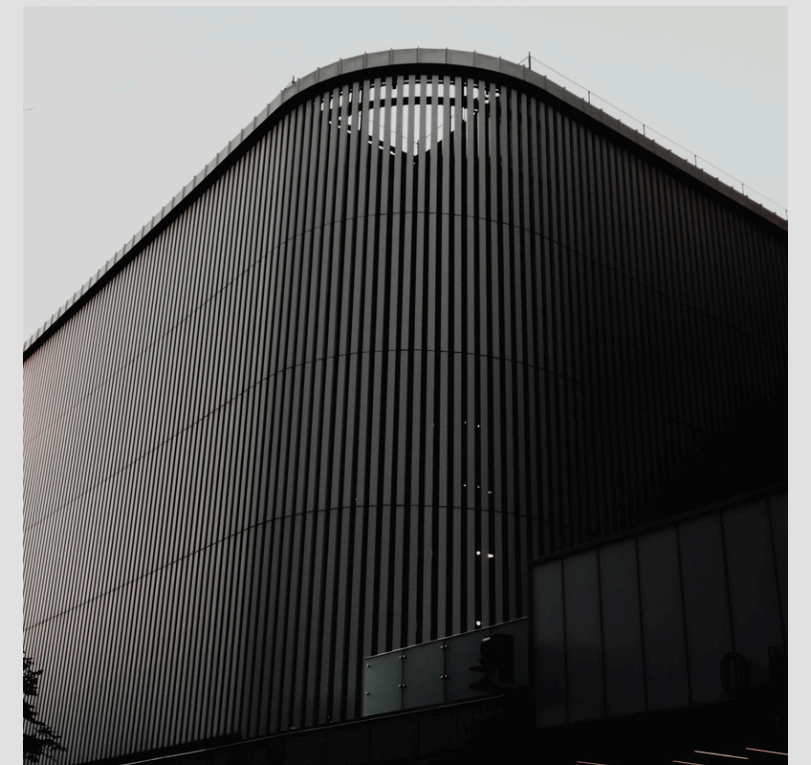
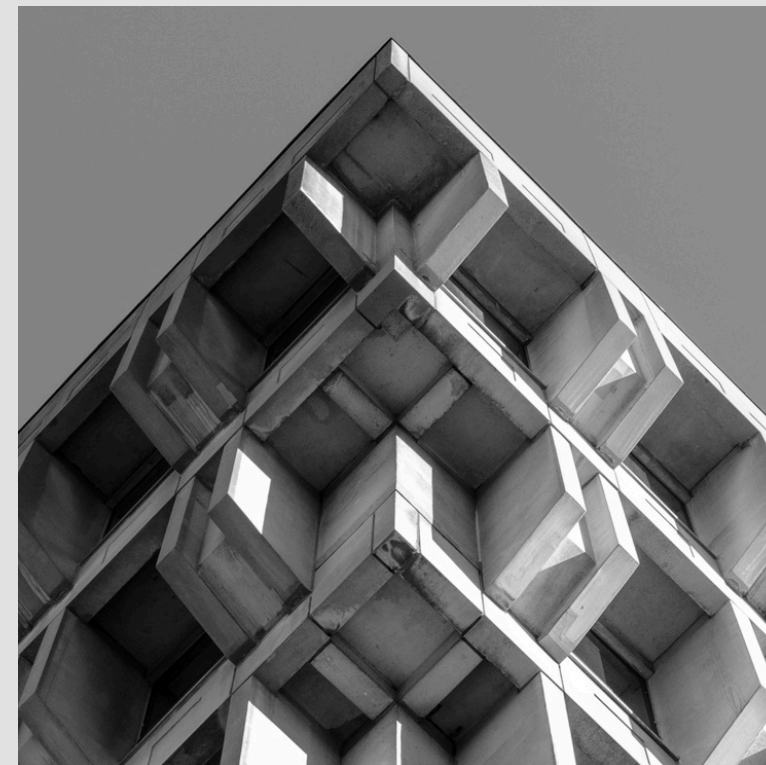
Projects



- Residential
- Retail
- Hospitality / Restaurants
- Private Interiors / Multi-Family
- Construction + Project Management

My project experience spans residential, retail, hospitality, and private interior environments. Working alongside design and construction teams has shaped my approach to clear documentation, coordinated project delivery, and thoughtful execution.

I've supported space planning, design documentation, subcontractor coordination, and construction administration—bridging creative concepts with technical implementation.



Locations :
Beverly Hills, CA
Beverly Grove, CA
Bel Air, CA

Residential

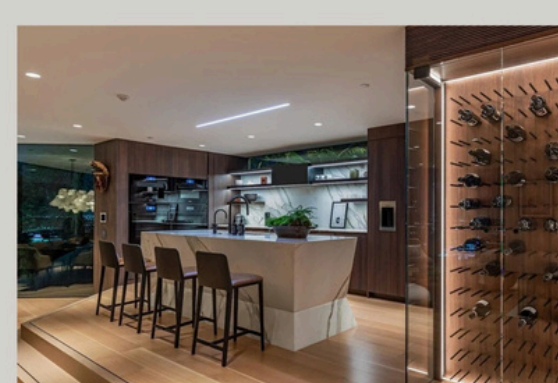
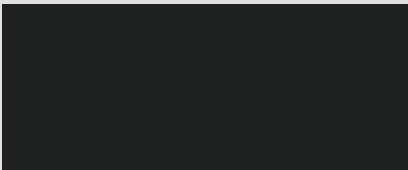
Role:
Space planning, interior detailing, documentation, finish coordination.

Scope:
High-end Single Family | Luxury Interiors, kitchens, bathrooms, walk-in closets, lighting layouts, custom millwork concepts.

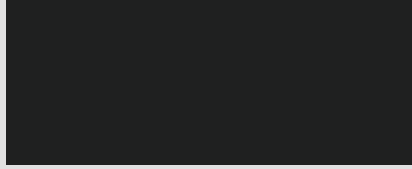
Supported design development, coordinated detailed drawings, refined layouts, and ensured finish selections aligned with client and project requirements.



Locations :
Beverly Hills, CA
Beverly Grove, CA
Bel Air, CA



Locations :
Beverly Hills, CA
Las Vegas - Bellagio Casino & Resort
Las Vegas - The Forum shop -Ceasar Palace
Fairfax, Los Angeles, CA
Fashion Valley, San Diego, CA



Retail

Role:

Construction documentation, layout review, RFI support, on-site coordination.

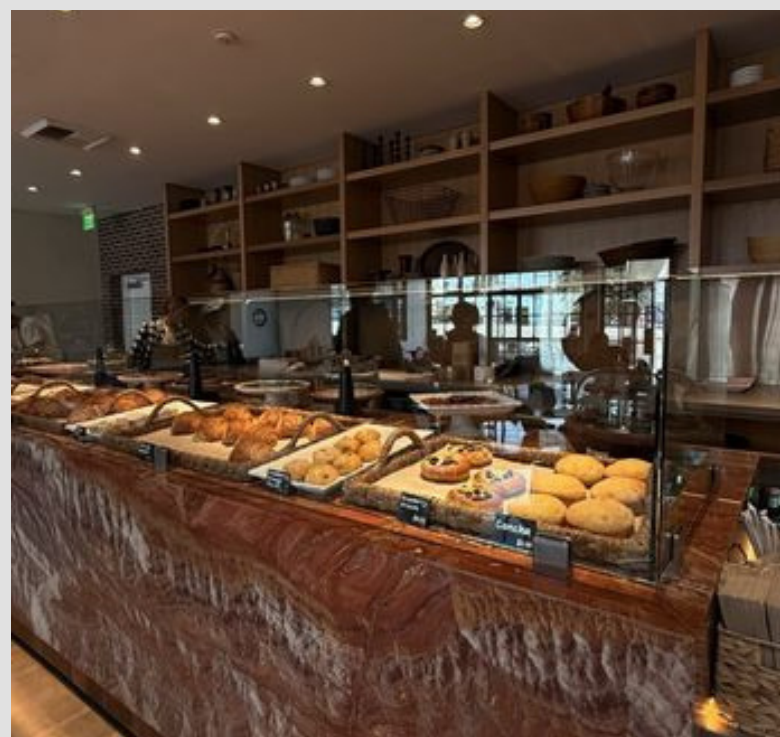
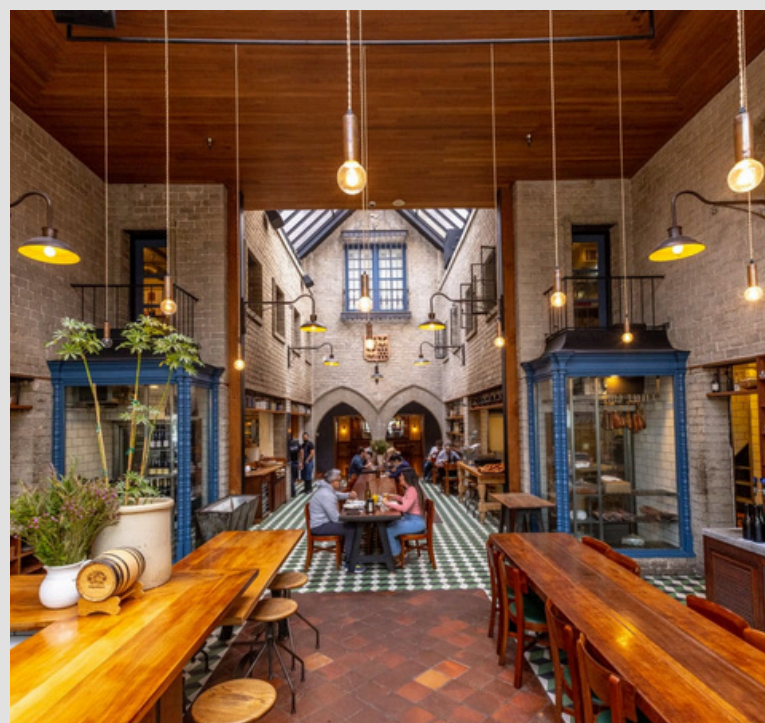
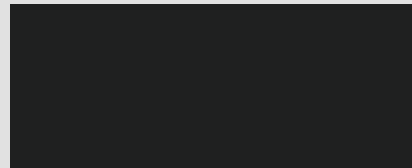
Highlights:

Luxury retail standards, brand guidelines, fast-paced construction schedules, high accuracy requirements.

Produced precise construction documentation, responded to RFIs, coordinated layout changes, and supported fast-track retail rollout timelines.



Locations :
Republique – DTLA
Cento Seafood – Los Angeles
Lucia – Melrose Avenue
Bestia – Downtown Los Angeles (DTLA)
Bou’Lange - Fairfax, Los Angeles, CA
Fanny’s - Los Angeles, CA



Hospitality / Restaurant

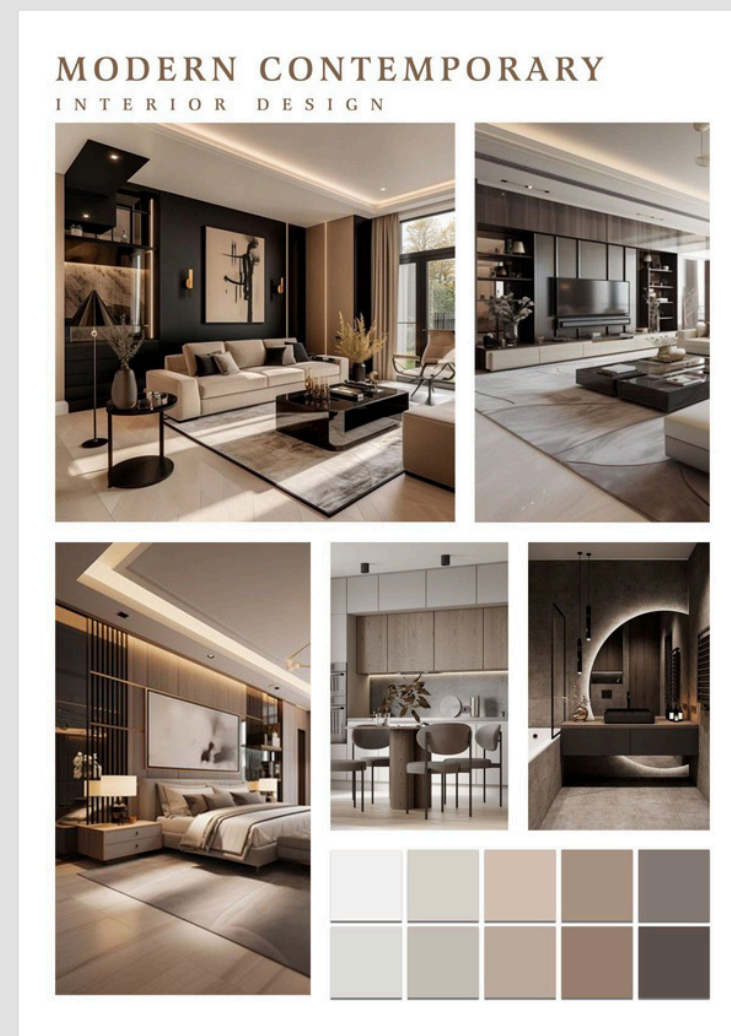
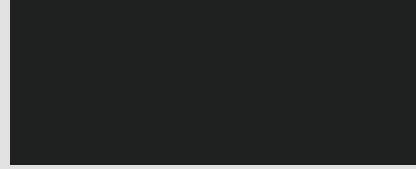
Role:

Interior documentation, kitchen layout coordination, finishes review, drawing updates.

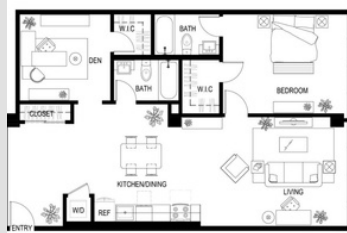
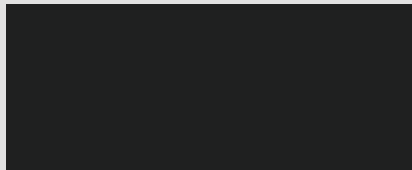
Highlights:

Restaurant interiors, back-of-house planning, material palettes, collaboration with designers and contractors.

Locations :
838 Doheny, CA
Koreatown, CA
Palm Spring, CA
Palm Dessert, CA



Private Interiors /
Penthouse (Mood
board + Interior
Concepts)



Construction & Project Management

Technical Coordination • Documentation • Field Support

Construction & Project Management

I support project delivery through organized documentation, issue tracking, and coordination between consultants, subcontractors, and GC teams. My role ensures the built environment aligns with design intent and that communication remains clear and consistent throughout the project lifecycle.

My Workflow:

1. Review drawings and identify coordination items
2. Track RFIs, submittals, and issues
3. Communicate with consultants, subcontractors, and GC
4. Support site walkthroughs and field observations
5. Monitor progress, schedules, and deliverables

Tools:

Procore • Bluebeam • ACC • Asana • Microsoft Office

My strengths include anticipating issues early, maintaining structured workflows, and ensuring every team has the information they need at the right time.



WHY ME?



Why Hire me?

Create • Inspire • Impact

For me, this reflects more than design—it reflects how I show up in work and in life. I create with intention, collaborate with empathy, and contribute with purpose.


I bring clarity, consistency, and a high standard of professionalism. I care about outcomes, not just deliverables—and I invest in every project as if it were my own.

You get someone who will elevate the work, support the team, solve problems early, and always move projects forward with confidence and intention.





Contact

Let's connect – I'm open to full-time roles, contract work, and collaborative opportunities.

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 Los Angeles, CA

THANK YOU

