

CATHERINE LESCHUCK

Mokena, IL | T 312.593.6360 | E catherine@leschuck.com

Professional Summary

Over 25 years of experience in corporate, hospitality and high-end residential design. Experienced in managing the entire process of a project from start to finish, relating to FF&E procurement and design plus over 10 years of experience in office operations. I am hard working, detailed oriented, able to meet deadlines and manage multiple projects and tasks simultaneously.

Professional Experience

Business Manager – Lichten Craig Architecture + Interiors 9.16 - current

- Manage daily operations including accounts payable and receivables, invoicing, banking and credit card reconciliations, proposal preparation, coordination with NY office and Human Resources.
- Supervise FFE Procurement, including order placement and follow-up, coordination with design staff and accounts payable/receivables with clients and vendors.

Accounting, Design & Procurement Consultant 1.16 – 9.16

Provide consulting services for various design firms within the downtown Chicago area. Services include the following:

- FF&E procurement including, vendor quote requests, client proposal preparation, order placement and follow-up, client invoices and installation scheduling.
- Office operations including, design contract preparation, accounting payables and receivables, invoicing, and human resource matters.
- Commercial design work including, space planning and furniture layouts, develop materials and furniture palettes, work with Architect on CD documents, coordination with furniture dealers on quote generation, order placement through FFE installation.

Director of Operations – Robyn Shapiro Design 10.10 – 1.16

- Manage FF&E Procurement of furnishings for all projects, including budgeting, acquiring vendor quotes, preparing client proposals and invoicing, order placement and follow-up, scheduling, shipping coordination, warehousing and installations along with resolving any problems with orders in a timely manner.
- Oversee all office administration, including, design contract preparation, accounting payables and receivables, invoicing, insurance renewals, coordination with company accountant and HR matters.

Associate – Simeone Deary Design Group 05.04 – 08.10

- Directed FF&E procurement of all high end residential projects and Brush Creek Ranch Lodge & Spa in Wyoming. Role included proposal preparation, vendor quotes, PO preparation and order placement, scheduling, coordination with project team, shipping, warehousing and installations along with trouble shooting and expediting the correction of problems with orders in a quick and timely matter.
- Managed numerous hotel and restaurant design projects, including, FF&E Management for Elysian Hotels & Private Residences in Chicago, numerous brand standard design renovations for Marriott and Intercontinental Hotel brands, Midway Airport Holiday Inn, Narra Restaurant in Evanston and Aerie in Grand Traverse City.
- Collaborated closely with design staff on both design and FF&E projects starting with project orientation, reviewing design teams work, creating project budgets for client's approval, scheduling, and construction administration.
- Created and prepared all Design & FFE Procurement contracts, including determining scope of services and fees for prospective new projects.
- Previously as Managing Director, ran the day to day operations which included accounts payables and receivables, client invoicing, payroll, coordination with accounting firm and HR matters.

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Professional Experience

Sr. Project Manager – Levy Restaurants 10.00 – 02.04

- Managed build-outs of concessions, mini-restaurants, skyboxes and premium dining and lounges for numerous S&E venues. Projects included Ford Field, SBC Center, Qwest Arena & Convention Center, and Lambeau Field Renovation.
- Reviewed kitchen equipment layouts and specifications, construction documents, design, furniture and material selections prepared by architects, designers and vendors, to ensure all company design criteria was maintained.
- Prepared and maintained overall project budgets, coordination with entire project team (including clients, consultants, contractors, and internal departments)
- Prepared RFP responses for Executive Sr. Vice President of New Business.

Design Consultant – Mekus Studios 03.00 – 09.00

Collaborated with the design team on conceptual design, furniture layouts and finish selections. Prepared construction documents and written specifications. Coordination with client on employee dining facility for corporate client's new office building.

Sr. Project Designer – The DePalma Group 01.97 – 03.00

Responsible for all phases of work [conceptual thru construction] pertaining to the design of a project. This included development of the design concepts, space plans, furniture layouts, furniture and finish selections, prepare construction documents with specifications. Also assisted with construction administration on numerous United Airlines Red Carpet Rooms and corporate office design projects.

Sr. Project Designer – ICL Interior Architecture 02.89 – 08.96

Started at firm as a Jr. Project Designer and was promoted to Sr. Project Designer in 1992. As Sr. Project Designer, was responsible for creating the overall concept design, layouts, furniture and finish selections, preparation of construction documents and written specifications, coordinate with furniture dealers on furniture orders, day to day management with client and assisted VP with construction management.

Professional Accomplishments

2010 Hospitality Design Awards – Winner in Luxury Upscale Hotel for Elysian Hotel & Private Residence
2010 Golden Key Awards – Winner – Lobby & Reception Design – Elysian Hotel & Private Residences
2007 Hospitality Design Awards – Finalist in Design of Quick Service Restaurant - Pattyburger
2007 & 2008 Solutia Doc Awards – Honorable Mention – Aerie Restaurant
2005 Solutia Doc Awards – Winner - Narra Restaurant.
2002 Levy Restaurants – Corporate Award for Excellence

Technical Skills

Autodesk AutoCAD & AutoCAD LT, Adobe Acrobat Pro, Studio IT Studio Designer, Intuit QuickBooks, Deltek, MS Windows, MS Office and Mac platforms.

Education

Ray College of Design, Chicago, Illinois
Degree in Architectural Interior Design, 06.88

Portfolio

Portfolio and project experience can be viewed at www.leschuck.com

References

Available upon request