

Dana Bolton

507 Brookside Lane Sierra Madre, CA 91024
(323) 420-5715 dana_bolton@icloud.com

Professional Summary

Energetic, professional with diverse experiences in the fields of the arts. I enjoy discovering the interdependence of my skills, passions, and experiences. I am a trained designer and a natural artist.

Education

Kendall College of Art and Design, Grand Rapids, MI
Bachelor of Fine Arts Interior Design 2003-2007

- Cum Laude
- Presidents List, Fall 2005

North Central Michigan College, Petoskey, MI
Associate of Arts 2001-2003

- Cum Laude
- People's Choice Oil Painting Winner, 2002

Work History

Jett Black Interior Design, Cabo San Lucas, Mexico
July 2007 to January 2009

Interior Designer

Collaborated on design concepts and statements. Created detailed custom budgets for individual projects. Proper selection and application of fabrics, furniture, artwork, light fixtures, and accessories. Specified hard surface finishes such as granite, stone, and tile. Selected sinks, faucets, and hardware. Specified paint color and faux finishes. Drafted and sketched floor plans, elevations, and detail/design drawings. Worked with both imperial and metric systems. Designed custom furniture, light fixtures, artwork, pillows, drapery, and blinds. Collaborated with architects, builders, and carpenters on custom furniture, and carpentry. Participated in client interviews and meetings. Effectively communicated and met with clients, architects, builders, carpenters, seamstresses, electricians, painters, other tradesmen, and members of the design team. Attended group and solo buying trips from Mexico to LA, in order to purchase for multiple clients. Organized the packing, shipping, and importation of all goods. Coordinated ground shipping and importation with air shipping and importation. Organized and retained business trip receipts for importation fees and client invoicing. Worked in a team to install multiple condominiums, homes, and restaurants. Collaborated on the final design touches during installation. Assisted in the planning and organization of Open Houses and Grand Openings for restaurants. Prioritized tasks and delegated to and assistant.

Central Casting, Los Angeles, CA

March 2009 to October 2012

Stand-in/Extra

Gained invaluable on-set experience on movies and television shows. Observed and learned how the themes in the production affect the design of a set and in turn, the mood of the characters. Noticed how props and decorations related to characters, story arcs, and themes. Felt how color and lighting techniques are used to convey moods and emotions. Took note of fixtures, furniture, layout, and general set design. Learned proper set etiquette and decorum. Arrived to set early and prepared every day.

Pop-Up Pantry, Los Angeles, CA

October 2012 to January 2013

Baker

Maintained quality and consistency while producing nearly 2,000 portions of desserts every week. Met deadlines and portion quotas. Recipe creation and modification. Worked with supervisor to help lower labor costs. Ensure all staff understood expectations and parameters of kitchen goals and daily work. Instructed new staff in proper procedures. Ordered necessary stock and equipment each week.

Publications

- Cabo Living Magazine, "Set for Style," Winter 2009, p. 73-77
- Cabo Living Magazine, "Baja Casa with Class," Summer/Fall 2008, p. 86-91
- Gringo Gazette, "Luxury Avenue Opens," Volume 14 #9, Jan 5, 2009, p.1-2
- Cabo Noche, "New This Season," Summer, 2009, p. 37

Skills

- Effective leader, planner, and communicator
- Drafting floor plans, elevations and technical drawings
- Working with both imperial and metric systems
- Relating the elements and principles of design to multiple fields
- Using the design process
- Complex problem solving skills
- Collaboration with a team
- Proficient in sketching and drawing
- Oil Painting

References

Lisa Schnarr	Owner/Designer of Jett Black Interiors	(310) 497-8503
Alison DeGrazzio	Associate Culinary Director of Pop-Up Pantry	(707) 731-3768
Chef David Yeo	Head Chef of Pop-Up Pantry	(408) 592-4511