

AMELIA COTTON

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Emerging Interior Designer with a background in fashion and textile design, recently completed formal training through UCLA's Interior Architecture Certificate Program. Known for a unique blend of creative thinking, client-facing success, and project coordination. Bring hands-on experience in design studio coursework, residential renovation projects, and textile sales leadership. Adept at material selection, vendor collaboration, and visual storytelling. Passionate about contributing to team-based design studios and growing into full-project ownership roles.

Career Highlights

- Opened and scaled New York studio for boutique textile firm
- Tripled client base within two years through relationship-driven sales
- Grew team from 1 to 4, including hiring and oversight of sales/design staff
- Designed 5–10 custom textile prints weekly aligned to trend forecasts
- Led presentations to top-tier clients including Ralph Lauren and Rebecca Taylor
- Managed national and international travel for client sales and trade shows

AREAS OF EXPERTISE: Design Presentations - Vendor Coordination - Client Relations - Project Support - Sales Strategy - Visual Storytelling - Studio Operations - Interior Architecture - Finish Palettes - Showroom Sales - Business Development - Custom Design - Material Selection

TECHNICAL SKILLS: AutoCAD - Adobe Photoshop - Adobe Illustrator - Adobe InDesign – Enscape - Sketch Up — MS Office Suite

Education

Certificate in Interior Architecture (*part-time*) - UCLA Extension // 2022-Present; Projected Completion: 06/2025

Key Courses: Studio Design, Interior Architecture, Design Theory, FF&E Specification, AutoCAD, Construction Documentation

Selected Studio Projects:

- **Multifamily Housing – Two-Story Apartment:** Current project involving concept development, space planning, AutoCAD drawings, and material selections across multiple units.
- **Hospitality Design – Hotel Lobby:** Developed full concept and schematic package including floor plan, elevations, FF&E palette, and presentation deck.

Bachelor of Arts, Textile Design // RMIT – Royal Melbourne Institute of Technology, Australia

Art, Design & Photography Program // Brighton Bay, Victoria, Australia

Professional Experience

KERRY VASQUEZ DESIGN – Los Angeles

01/2020-11/2020

Interior Design Assistant (*part-time*)

Supported a residential interior designer across multiple client projects, providing administrative, sourcing, and installation support. Gained practical experience with design operations, budget tracking, and vendor coordination in a high-end, client-focused environment.

- Placed and tracked product orders, monitored delivery timelines, and handled vendor communication.
- Created and maintained client budgets, managed invoices, and prepared design proposals.
- Assisted with product returns, client pickups/drop-offs, and unpacking/quality checks for shipments.
- Participated in on-site installations and managed shipping logistics for home furnishings and décor.
- Contributed to daily operational efficiency by completing design errands and setup tasks.

LIZ CASELLA DESIGN STUDIO – New York + Los Angeles

06/2014-12/2020

Design and Sales Director

Brought on to establish and grow the brand's presence in New York, building East Coast client base from scratch. Led high-touch sales and eventually scaled operations by sourcing and onboarding a new team. Pivoted from design part of the week to sales the other part of the week.

- Scaled New York client list through targeted outreach, relationship-building, and tailored product presentations; growth led to hiring an assistant, designer, and additional sales rep.
- Led client meetings and presentations with major brands such as Rebecca Taylor and Ralph Lauren.
- Designed custom textile prints weekly, based on market trends and client feedback.
- Coordinated and represented the brand at Premiere Vision trade shows in Paris and New York.
- Managed national and international travel for sales presentations in Australia, Canada, and across the U.S.
- Oversaw studio operations, including shipping logistics, invoicing, trend forecasting, and collection organization.

CYNTHIA ROWLEY – New York

09/2011-06/2014

Designer

Wore multiple hats across global markets, including designs for runway collections, managing budgets, and developing samples. Served as Design Director for Japan division. Kept timelines, coordinated across teams, and guaranteed consistency across international markets.

- Served as Design Director for Cynthia Rowley Japan and Head Designer for Cynthia Rowley Kids.
- Developed monthly collection concepts, including mood boards, color stories, fabrics selections.
- Managed fabric sourcing and purchasing, sample construction oversight, and production coordination.
- Led print and embroidery development to align brand voice with seasonal design strategy.

S+R FASHIONS – Australia

05/2009-02/2011

Product Designer – Witchery Woven & Knits

Early career role that laid the foundation for interior work through attention to detail, material knowledge, and working within a structured design process. Traveled to Shanghai for sourcing and partnered with head designer on everything from trend forecasting to fittings and cost planning.

- Prepared seasonal concept presentations based on international market trends.
- Traveled for fabric and trim sourcing, including attending Intertextile Shanghai.
- Coordinated with factories and vendors for timely sample delivery and production accuracy.