

Mary Yung Mustonen, CID

3920 Danbury Trail
Eagan, MN 55123
(612)554-7163

MaryMustonen@aol.com
www.MaryMustonen.com

Summary

Certified Interior Designer with twelve years of commercial design experience in healthcare, corporate, retail, industrial, and ecclesiastical design. Strong skills in customer service, time management, problem solving, and code analysis. Reliable, thorough, and able to manage multiple tasks and projects at the same time.

Qualifications

- Strong commitment to team environment with the ability to contribute expertise and follow leadership directives at appropriate times
- Perseveres in meeting challenges, goals, and expectations
- Easily develops and maintains strong rapport with clients
- Management of time, budget, and tasks to meet customer deadlines and requirements
- Thorough problem solver and documenter
- Mentors co-workers

Interior Design Experience

Project Interior Designer

Ellerbe Becket / AECOM, Minneapolis, MN

10/2007 – 12/2012

- Managed up to 24 projects simultaneously from programming, schematic design, design development, construction documentation, through contract administration
- Collaborated with key members of the Interior and IT Departments to develop furniture specifications tools in Microsoft Access, and Revit to streamline the process and minimize documentation errors
- Successfully interacted with client to generate repeat business of 15 new healthcare projects
- Lead Interior designer of a 122,000 sq.ft. hospital, clinic, and surgery suite addition, including new public spaces of the lobby, gift shop, waiting rooms, chapel, and dining room, as well as updating existing finishes to the remainder of the building emergency department, pediatric clinic, physical therapy, and imaging
- Established new design standards for healthcare client's multiple facilities including finishes, furniture, millwork, artwork, signage, lighting, and space planning which contributed to an improvement in efficiency of design, and established an overall branding image for the client
- Researched building products and materials for, function, quality, aesthetics and cost estimates resulting in efficient use of budget and updated design image
- Department subject matter mentor in interior code analysis of IBC, ADA, ANSI, NFPA, and IFC HealthCare Guidelines resulting in higher quality of design
- Possesses strong communication, customer service, and organizational skills, with increased customer satisfaction, and on-time delivery of assigned projects and tasks
- Executed Quality Management System processes for construction documentation based on ISO 9001
- Ability to engage an audience and deliver a clear message through verbal presentation, and written documentation including Microsoft Power Point, Adobe Photoshop, Adobe InDesign, AutoCAD, and Microsoft Excel

Project Interior Designer

RSP Architects, Minneapolis, MN

8/2005 – 9/2007

- Established new tenant improvement design standards for retail client for 39 facilities including space planning, finishes, furniture, millwork, which contributed to quick turn-around of construction documentation and under budget costs
- Independently programmed, designed, documented, and conducted code reviews for multiple tenant improvement projects for corporate interior projects
- Documented furniture specifications in MS Excel to be used by furniture dealers in bidding to client, and made recommendations for client's final selection based on quality and aesthetic balanced against the budget
- Produced graphic depiction of stacking diagrams for reducing the square footage of space required for a multi-floor tenant resulting in client operational cost savings

Mary Yung Mustonen (continued)

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Interior Designer

RB Architects, Mendota Heights, MN

6/2001 – 7/2005

- Developed plans to aid Facility Manager with move management of employees and departments to account for growth, and ultimately justify the expansion into a new building
- Captured programming for multiple church expansion projects meeting with multiple client groups and gained consensus on priorities for schematic design
- Coordinated specification documentation for architecture and interior materials incorporated in final construction documentation
- Presented 3D renderings for interior spaces to convey the clients the design concept and gain approval to move forward with project
- Created material finish boards for client presentation

Design Assistant

DreamMaker Bath and Kitchen, St. Louis Park, MN

6/2000 – 6/2001

- Assisted other designers by documenting designs in CAD, ordering materials, hiring subcontractors, generating purchase orders, creating construction punch lists, and managing the material library to reduce overall cost of the project and free up designers to spend more time on sales

Other Work Experience

Project Manager, Network Engineering Manager, Supervisor, Process Consultant, System Analyst, Customer Service Representative,

Qwest/US West Communications, Minneapolis, MN

5/1985 – 6/2000

- Project Manager of high speed data services installations pulling together cross -functional teams, defining scope, developing work breakdown structures, identifying critical path items, conducting formal and information meetings, estimating, forecasting and tracking budget, and communicating project status
- Network Engineering Manager of new product rollout of DSL phone/data service for 14 states, identifying over \$200M in yearly planning capital expenditures, and conducting pricing studies for cost effective solutions
- Supervisor of up to 28 technical employees, developing job descriptions, creating new job positions, making recommendations of key employer business practices, and directing work assignments
- Developed and documented process for new products for the operations department and collaborating with marketing managers to streamline the process for faster implementation
- Main point of contact for customer from time of sale through installation, identifying customer expectations and directing team members to meet these needs. Worked with customer when service problems occurred to give them appropriate information and resources to resolve the issue, and ensured customer satisfaction

Education

Bachelor of Science, Interior Design, University of Minnesota, St. Paul, MN
Bachelor of Science, Education, University of Minnesota, Minneapolis, MN
Project Management Program, Drexel University, Philadelphia, PA

Registrations and Affiliations

Certified Interior Designer (CID) State of Minnesota
National Council for Interior Design Qualification (NCIDQ)
Project Management Professional (PMP)
Former Member of Minnesota Commercial Real Estate Women, (MNCREW)
Former Member of American Society for Interior Designers (ASID)
Former Member of the National Kitchen and Bath Association (NKBA)
Former Member of the Project Management Institute