

DESIREE SOKACH

PROJECT & OPERATIONS MANAGEMENT | WORKPLACE & DESIGN OPERATIONS | SYSTEMS IMPROVEMENT

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PROFILE

Project and operations management professional with 10+ years of experience across workplace, architecture, and design environments. Coordinates projects, studio operations, and vendor programs, and turns recurring work into clear processes through workflow design, SOPs, documentation, and team training.

CORE EXPERTISE

Project Delivery • Studio & Workplace Operations • Workflow Improvement • Schedule & Resource Coordination • Vendor & Stakeholder Management • SOPs & Training • Procurement & FF&E

PROFESSIONAL EXPERIENCE

Resource Manager | Vida Design | 2025 – Aug 2026

- Designed vendor booking and intake workflows, automated communications, rotating product displays, and self-service sample pickup for an architecture and interiors practice.
- Created SOPs, handoff documentation, and contact-management processes; trained staff on recurring vendor and materials programs.
- Coordinated approximately six vendor visits weekly, aligning schedules and stakeholder communications.

Project Manager | Splice | 2023 – 2024

- Managed concurrent construction and design projects from initiation through completion, coordinating schedules, deliverables, vendors, clients, and changing requirements.
- Maintained project tracking, decision logs, and documentation to make priorities, dependencies, and follow-up clear across teams.

Operations Manager | Jeff Schlarb Design Studio | 2021 – 2022

- Directed day-to-day studio operations, coordinating schedules, resources, vendors, project teams, and administrative workflows.
- Standardized recurring processes, documentation, and handoffs to clarify ownership and improve consistency.

Project Manager | Pivot Interiors | 2017 – 2018

- Led commercial workplace furniture and interior projects from planning through installation, managing scope, schedules, deliverables, and open issues.
- Coordinated clients, internal teams, installers, and partners through organized documentation, follow-up, and issue resolution.

Project Manager | IDF Studio | 2015 – 2017

- Managed studio operations supporting residential and commercial projects, coordinating priorities, schedules, vendors, and resources.
- Introduced project management tools and reporting workflows to standardize recurring work.

INDEPENDENT PROJECT IN DEVELOPMENT

Bridge | Founder | Developing a vendor directory for architecture and design professionals | joinbridge.studio

TECHNOLOGY

Smartsheet • Microsoft Project • Excel • Microsoft 365 • Bluebeam Revu • AutoCAD • Revit • Studio Designer • Google Workspace • Adobe Acrobat | Currently learning: Primavera P6

EDUCATION

Bachelor of Arts, Interior Design | The Art Institute of Las Vegas | 2007