

DESIREE SOKACH

SENIOR PROJECT & OPERATIONS MANAGEMENT | SYSTEMS IMPROVEMENT | PROJECT DELIVERY

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PROFILE

Operations and project management professional with 10+ years of experience across workplace, architecture, and design environments. Experienced in independently identifying operational friction, creating repeatable workflows, coordinating cross-functional delivery, and improving systems that support people, projects, and vendors. Combines project execution with practical process improvement, documentation, and stakeholder management.

CORE EXPERTISE

Project & Program Delivery • Business Operations • Process & Workflow Improvement • Resource Planning • Procurement & FF&E • Vendor & Stakeholder Management • Schedule Coordination • SOPs & Training • Systems Implementation

PROFESSIONAL EXPERIENCE

Resource Manager | Vida Design | 2025 – Aug 2026

- Designed vendor booking, intake, automated communication, rotating product-display, and self-service sample pickup workflows for an architecture and interiors practice.
- Established SOPs, handoff documentation, contact management, and team training for recurring vendor and materials programs; coordinated approximately six vendor visits weekly across stakeholders.

Project Manager | Splice | 2023 – 2024

- Managed concurrent construction and design projects from initiation through completion, aligning schedules, priorities, deliverables, vendors, clients, dependencies, and changing requirements.
- Improved project visibility and follow-through with clearer tracking, decision logs, documentation, and cross-functional communication.

Operations Manager | Jeff Schlarb Design Studio | 2021 – 2022

- Directed daily operations for a residential design studio, coordinating schedules, resources, vendors, project teams, external partners, and administrative workflows.
- Standardized recurring processes, documentation, and handoffs to clarify ownership and improve operating consistency.

Project Manager | Pivot Interiors | 2017 – 2018

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

Project Manager | IDF Studio | 2015 – 2017

- Managed residential and commercial studio operations, balancing schedules, priorities, vendors, processes, resources, and project support.
- Introduced project management tools and reporting workflows to improve visibility, standardize recurring work, and support on-time, on-budget delivery.

INDEPENDENT PROJECT IN DEVELOPMENT

Bridge — Founder, independent project. Developing a vendor directory for architecture and design professionals, informed by vendor information, materials workflows, and resource systems. 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