

Garrit Wilson

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BIOGRAPHY

Master of Architecture student at the University of Southern California with several years of experience working for a small architecture firm in Santa Barbara and Newport Beach. Roles evolved as needed, including architectural internship, office coordination, personal assistance, and project management. A graduate of the University of California, Santa Barbara with a degree in History of Art and Architecture, now based in the Larchmont area of Los Angeles and focused on applying both professional and academic experience to new opportunities in the region.

EDUCATION

University of California, Santa Barbara <i>Bachelor of Arts in History of Art and Architecture</i>	Santa Barbara, California August 2020 -June 2024
University of Southern California <i>Master of Architecture (M.Arch)</i>	Los Angeles, California August 2024 -June 2027

WORK EXPERIENCE

the Warner Group Architects, Inc. <i>Architecture Internship</i>	Montecito, California November 2021 - Present
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Project Designer

- **Conceptual and schematic design leadership:** Developed design concepts, prepared schematic drawings, and refined layouts under firm standards for residential and commercial projects across Santa Barbara, Los Angeles, and Orange County, Texas, and New York.
- **Client engagement and presentation:** Collaborated closely with clients to understand needs and goals, translated programming into design proposals, and presented design options using renderings,architectural sheets, and materials boards per architect and interior designer specifications.
- **Design documentation and detailing:** Produced construction documents, detail drawings, specifications, and finish schedules, coordinating with consultants and contractors for architectural, interior, and landscape integration.
- **Material selection and procurement:** Researched, specified, and coordinated sourcing of finishes, fixtures, furniture, and architectural materials. Led purchasing and logistics for both local and international shipments.
- **Coordination of installations and build-outs:** Oversaw interior installations on residential and commercial sites, managing vendor relationships, quality control, and ensuring design intent across execution.
- **Office design & renovation projects:** Directed internal office build-outs including layout changes, cabinetry, flooring (travertine, carpet), and finish library reconfiguration. Planned and executed internal remodels and additions.
- **Office expansion and relocation design oversight:** Spearheaded design and coordination of our Orange County office launch and relocations, including spatial planning, signage, artwork placement, and integrating functional systems.
- **Cross-functional collaboration and leadership:** Worked with marketing, operations, and project management teams to align design with branding, logistics, and firm growth initiatives.

Office Coordinator/Special Projects

- **Handled daily administrative operations:** Answered phones, managed mail and billing, obtained vendor quotes, coordinated presentations, and arranged domestic and international travel (Milan, Vietnam, Paris, South America, Asia) for work events and vacations.
- **Maintained office organization:** Oversaw daily upkeep of the office, including cleaning, supply inventory, layout table maintenance, and coffee machine servicing.
- **Supported procurement and logistics:** Assisted in purchasing architectural and interior materials and furniture, and coordinated shipments to local properties and international ports.
- **Directed client communication and marketing:** Led the firm's marketing initiatives—created magazine advertisements in InDesign, managed social media, and coordinated client outreach.

- **Oversaw office operations and relocations:** Planned and executed the launch of the Orange County office in 2022 and managed three subsequent relocations on Balboa Island. Responsibilities included logistics, furniture sourcing, signage compliance, artwork installation, and on-site coordination.
- **Managed staffing and vendor coordination:** Assisted in hiring processes, posting job listings, and supervising vendor and contractor work for multiple projects.
- **Executed internal design projects:** Designed and implemented office improvements, including cabinetry, countertops, tile installation, finished library reorganization, and furniture layout updates.
- **Collaborated on residential installations:** Supported and led interior installations for high-end residences across Santa Barbara, Los Angeles, and Orange County, ensuring design integrity and client satisfaction.

Personal Assistant to CEO

- **Managed the CEO's personal residence** in Montecito CA and three rental properties.
- **Responsible for monthly rent collection**, being the point of contact for the tenants,.
- **Overseeing \$400,000+ in construction projects** (kitchen and roof replacements, garage door replacement, ADU Drawings, driveway reconstruction, flood damage, carpet replacement, etc.). over the four residences to enhance the properties.
- **Fleet management** of 6 luxury vehicles, responsible for scheduling and taking the vehicles to service appointments, handling owners registration and insurance.
- **Design and construction documents for an ADU** on his property in Montecito, which encompassed exterior renovations valued at \$150,000, along with a 300 sq ft addition to an existing structure, transitioning it into an ADU. Responsibilities included project management, contractor scheduling, design drawings, renderings, and serving as principal liaison during the permitting process.

Director of Chairs

- **Directed chair design and development:** Oversaw the creation of 300 chairs for various projects in Southern California. Assisted in design measurements, sourcing, and pricing of wood and fabric materials. Served as the primary contact with the factory in Vietnam.
- **Traveled to Ho Chi Minh City** to transport prototypes back as checked luggage. Collaborated with the design team to identify necessary edits, communicated changes to the factory, and managed subsequent adjustments. Recently coordinated the import of the second round of prototypes to the US and assisted the CEO with the process.

Property Manager

- **Acted as the onsite property manager** for 1250 Coast Village Road. Managed day-to-day operations of the commercial property, including:
- **Supervising maintenance and landscaping staff**, scheduling repairs and inspections, and ensuring compliance with safety regulations.
- **Financial management:** Invoicing, and managing expenses related to property upkeep.
- **Administrative tasks:** Maintaining records, preparing reports for property owners, and handling correspondence related to property management.
- **Served as the point of contact for all tenant issues**, acting as the middleman between tenants and the owner. ▪ **Collaborated with law enforcement** to ensure the building's safety during emergency situations.
- **Coordinated projects** at the request of both parties.
- **Property maintenance:** Supervising maintenance staff, scheduling repairs and inspections, and ensuring compliance with safety regulations.
 - Oversaw the replacement of air handlers, door thresholds, exterior landscaping, carpet, toilets, etc., to ensure the building's proper functioning.
- **Financial management:** Invoicing, and managing expenses related to property upkeep.
- **Administrative tasks:** Maintaining records, preparing reports for property owners, and handling correspondence related to property management.
- **Coordinated a \$250,000 construction project** to update the building, including 24 weeks of construction.

- Replaced (3) storefronts, painted the entire building, and replaced pavers on the second floor.
- Replaced dual-sump pumps, shipped existing pumps to NY for rebuilding, and coordinated shipping back to CA.
- Managed mold remediation and interior reconstruction for a tenant.
- Sourced materials from Italy and managed the import to the US.
- Provided daily supervision of the construction crew, obtained estimates, and managed payments to the contractor.
- Oversaw the replacement of the roof and (4) gutters, and assisted in scheduling scaffolding.

Pacific Standard Design
Founder | Designer

Santa Barbara, California
January 2022 - Present

- **Founded Pacific Standard Design LLC** and secured freelance projects.
- **Draft interior elevations** for Santa Barbara interior designers
- **Provision of floor plans for real estate agents** and businesses navigating re-zoning processes.
- **Design documents and consulting for the renovation of a clothing store on Coast Village Rd.** in Montecito, Responsibilities encompass all aspects of design, including drawings, Sketchup Model/Escape renderings, material and finish selection, project purchasing, and project coordination.

Monica Senn Interior Design
Freelance Architectural Drafter

Santa Barbara, California
February 2022 - August 2023

- **Drew interior elevations** for four interior renovations in Santa Barbara
- **Design Coordination:** Collaborate with architects and designers to translate the homeowner's vision into actionable plans.
- **Construction Oversight:** Supervise the construction process, ensuring work is completed according to specifications and on schedule.

PSS Design Cult
Media Advising

Los Angeles, California
May 2022 - July 2022

- **Curated and created visually stunning content**, including high-quality images and disengaging captions, to showcase the firm's projects, style, and design philosophy.

VOLUNTEER EXPERIENCE

Event Photographer
AIA Santa Barbara

Santa Barbara, California
December 2023 – January 2024