

Iara Silva Santos

Design Project Manager | Lighting & Interior Design Operations

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Belo Horizonte, Brazil | Open to Remote & Relocation

PROFESSIONAL SUMMARY

Interior Design Project Manager and Architect with 6+ years of experience coordinating complex design projects from concept to delivery. At Everlight, I lead a 6-member team managing approximately 250 projects per year across residential, commercial, and corporate segments, overseeing schedules, client communication, vendor coordination, and technical quality. I also co-founded and operated SIS Arquitetura, where I ran the full business cycle of an interior and architecture studio. I have a hands-on technical background in AutoCAD, SketchUp, and construction documentation, which means I understand exactly what designers need and what can go wrong on-site. Most recently, I designed and deployed a custom project management application — built from scratch to solve real operational gaps in visibility, communication, and data access across our 250-project pipeline, and currently live with the full team. I work well independently, thrive in async environments, and am fully available in US time zones. Open to relocation and sponsorship.

CORE COMPETENCIES

Project Management	End-to-end project coordination, milestone tracking, multi-project oversight (250+/year)
Team Leadership	6-member team coordination, workload allocation, performance management, workflow optimization
Client Management	Briefings, scope definition, virtual consultations, stakeholder alignment, expectation management
Vendor & Site Coordination	Supplier management, installation guidance, construction oversight, punch list management
Technical Background	AutoCAD, SketchUp + Layout, construction documentation, interior design specifications
Tools	Asana, Trello, ClickUp, Slack, Notion, MS Project, Excel, SketchUp, AutoCAD, Enscape, Microsoft Teams, Google Meet, MS Office

PROFESSIONAL EXPERIENCE

Architecture Team Coordinator & Senior Lighting Specialist | **Everlight** Jan 2019 – Present

Promoted to Coordinator in 2023. Everlight is a full-service design and supply firm delivering interior lighting projects for residential, commercial, hospitality, and corporate clients across Brazil.

- Manage end-to-end project delivery for a portfolio of approximately 250 active projects per year, coordinating a 6-member team of designers and architects across all phases from briefing through installation.
- Define project scopes, set timelines, allocate resources across the team, and monitor progress to ensure on-time delivery within quality standards.
- Serve as the primary point of contact for clients throughout the project lifecycle, conducting virtual briefings, presenting proposals, managing change requests, and resolving issues.
- Coordinate directly with vendors, suppliers, and construction teams to ensure materials arrive on schedule, specifications are correctly interpreted, and installations match design intent.
- Streamlined internal workflows and communication protocols, reducing bottlenecks and improving team productivity across concurrent project loads.
- Review and approve all technical documentation produced by the team, including construction drawings, fixture schedules, and specifications, before client and site delivery.

- Designed and deployed a custom project management application — built from scratch to address critical operational gaps in visibility, communication, and data access across a 250-project/year pipeline. The system integrates real-time project status dashboards, client-team communication tracking, deadline and bottleneck monitoring, sector-level metrics and ROI reporting, and automated handoffs to the commercial team — consolidating workflows previously managed across disconnected tools. Currently live with the full design team at Everlight.

Partner & Architect | SIS Arquitetura

2019 – 2025

Co-founded and operated an interior design and architecture studio. Managed all business operations and led projects from initial client contact through final delivery.

- Ran all project management functions for an independent studio delivering 1-2 complete residential and interior design projects per month, including budgeting, scheduling, vendor sourcing, and site coordination.
- Managed client relationships from initial briefing through final handover, ensuring alignment on scope, timeline, budget, and design direction at every project phase.
- Produced all technical construction documentation using SketchUp Layout and AutoCAD, with a focus on detailed specifications that minimized on-site errors and rework.
- Oversaw 3D visualization and design presentation process using Enscape, enabling faster client approvals and clearer communication of design intent.
- Managed government approval documentation and submission for all projects, navigating regulatory requirements and ensuring compliance at every stage.

BY THE NUMBERS

250+ projects/year managed simultaneously at Everlight | **6-person** team lead | **6+ years** in design project delivery | **1 custom PM tool** built and deployed

EDUCATION

Bachelor of Architecture and Urbanism | UNA

Graduated 2020

Postgraduate: Construction Management & Sustainable Building | FAAL

Expected Dec 2026

TECHNICAL SKILLS

Design & Documentation	AutoCAD (Advanced), SketchUp + Layout (Advanced), Enscape, Revit (In training)
PM Tools	Asana, Trello, ClickUp, Notion, Slack, MS Project, Excel, MS Office
Languages	Portuguese (Native), English (Professional working proficiency)