

JUMANA ALDERAZI

INTERIOR DESIGN PROJECT MANAGER · COMMERCIAL · WORKPLACE · HEALTHCARE · EDUCATION

Phone: +966 504 513 034 | Email: jumanaalderazi@gmail.com
LinkedIn: linkedin.com/in/jumanaalderazi | Portfolio: <https://jumanaalderaziportfolio.netlify.app/>

SUMMARY

Interior Design Project Manager with 11+ years of international experience leading design delivery and technical coordination across commercial, workplace, healthcare, education, and residential projects in Saudi Arabia, Bahrain, and New York City. Skilled in multidisciplinary design coordination, consultant and contractor management, technical review, and construction administration from concept development through handover, including submittal and RFI workflows on BIM 360. Combines a strong design sensibility with the rigour to manage stakeholders, technical submittals, and site execution while maintaining quality, programme, budget, and design intent. LEED Green Associate and Saudi Council of Engineers member with a Master's in Sustainable Interior Environments.

CORE CAPABILITIES

Design Management & Delivery · Multidisciplinary Coordination · Consultant & Contractor Coordination · Stakeholder & Client Management · Technical Coordination & Design Review · Design Governance & Compliance · Project Planning & Delivery · BOQs, Specifications & Procurement · Construction Administration · Site Coordination & Quality Control · Design Submittal Management · Change & Variation Management · Interface & Risk Management · Team Leadership & Mentorship · Sustainable & Human-Centred Design · Inclusive Design

EXPERIENCE

Interior Design Project Manager | 2024 – Present

Baraah Design LTD · Riyadh, KSA

- Lead end-to-end interior design delivery across multiple concurrent high-value developments (up to 3,000 sqm each), managing parallel workstreams from concept development and space planning through construction documentation, while maintaining alignment with project requirements, technical standards, and design intent across the programme.
- Manage multidisciplinary design coordination and interface management between architectural, structural, MEP, landscape, smart systems, specialist suppliers, and contractors, resolving cross-discipline clashes during design development and construction.
- Administer contractor design submittals, shop drawings, RFIs, RFAs, material approvals, and technical reviews against project requirements and delivery schedules, maintaining structured submittal and approval workflows.
- Act as primary client and stakeholder liaison across consultants, contractors, suppliers, and internal teams, driving decisions and resolving technical and design issues to protect programme and design intent.
- Oversee BOQs, specifications, procurement, and cost control, and evaluate design variations for scope, budget, programme, and technical impact ahead of approval.
- Monitor project risks, quality standards, and construction progress through site inspections, coordination meetings, and snagging reviews; lead and mentor design teams, reviewing deliverables, finishes, and design changes for consistency and quality.

Interior Design Project Manager | 2022 – 2024

Ayadi Relief Organisation · Manama, Bahrain

- Led the interior renovation and rehabilitation of the Friendship Society for the Blind Nursery, a specialised inclusive design project for children with visual impairments and physical disabilities.
- Conducted site assessments, user research, and stakeholder engagement to develop functional, inclusive design solutions; developed schematic and construction documentation while coordinating suppliers, contractors, and stakeholders.
- Managed FF&E selection, procurement coordination, and material sourcing with emphasis on safety, accessibility, and user well-being.

Interior Designer | 2018 – 2019

BAM Architecture Studio · New York City, USA

Worked across workplace, healthcare, and education projects from schematic design through construction administration using CAD and BIM 360 workflows, covering documentation, bid and submittal review, RFI coordination, and site completion services.

- Weill Cornell Medicine: Schematic design, construction documentation, FF&E specifications, and RFI coordination for a multi-department ambulatory medical office facility.

- Regeneron Pharmaceuticals: Space planning, FF&E specifications, finish and flooring selection, and sustainable material research for a corporate workplace renovation.
- DNA Learning Center: Schematic planning, sustainable finish selection, and technology integration for a STEM learning laboratory.
- Across projects: reviewed bid documents and addenda, logged and processed shop drawings and submittals, responded to RFIs, prepared material and finish cost estimates against budget, and conducted site inspections for compliance through substantial and final completion.

Interior Designer & Project Coordinator | 2012 – 2015
Abeer Akbari & Associates · Manama, Bahrain

- Managed residential and workplace projects from concept through construction: design concepts, technical documentation, tender packages, BOQs, and construction drawings.
- Delivered workplace fit-out and turnkey projects for Tamkeen (Bahrain Chamber of Commerce and Industries) across Sitra Mall and Enma Mall.
- Coordinated suppliers, contractors, and client teams; performed on-site supervision to maintain design intent and project timelines.

Sustainable Interior Designer | 2015 – 2017 · 2019 – Present
Freelance Practice · Bahrain

- Designed and delivered the full interior fit-out of KA Centre, a private medical centre serving four specialisms — Gynaecology, Oncology, Endocrinology & Genetics: full project from space planning through technical documentation, procurement, and on-site coordination.
- Managed residential interior projects end-to-end: concept design, FF&E selection, contractor coordination, and site supervision.

EDUCATION

Master's in Sustainable Interior Environments · New York School of Interior Design, New York City, USA | 2017 – 2018
BA (Hons) Design Management, Innovation & Interior Design · De Montfort University, Leicester, UK | 2007 – 2010

CERTIFICATIONS & AFFILIATIONS

LEED Green Associate | 2018 – Present
Saudi Council of Engineers (SCE), Member | 2024 – Present
International Interior Design Association (IIDA), Member | 2017 – Present
Bahrain Smart City Society, Member | 2021 – Present
Council for Regulating Engineering Professions, Bahrain | 2019 – Present

ADVISORY & ACADEMIC

External Advisory Board Member | 2024 – Present
Ahlia University, Interior Design Department · Bahrain

Bridge industry and academia by advising on curriculum development, programme quality, and market alignment; serve as ambassador for the department, increasing its industry visibility and reputation.

SOFTWARE & TECHNICAL TOOLS

AutoCAD · Revit · SketchUp · Autodesk BIM 360 · Adobe Creative Suite · Microsoft Office · BIM Coordination & Documentation Workflows

LANGUAGES

Arabic (Native) English (Fluent)