

CAROLYN MATTHEWS

IIDA, NCIDQ, CID, LEED AP BD+C

INTERIOR ARCHITECTURE / DESIGN / PROJECT MANAGEMENT / MARKETING

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 [careyoutside](#)

TECHNICAL

- Revit
- CET Designer
- Equipware
- Sketchup
- AutoCAD
- Vectorworks
- Enscape
- InDesign
- Photoshop
- Illustrator
- Procore
- Bluebeam
- Quickbooks
- Squarespace
- WordPress

EDUCATION

Interior Architecture, Minor in Music
BFA, Class of 2013
University of Wisconsin, Stevens Point

CERTIFICATIONS

- NCIDQ Certified - #31488
- LEED AP, Building Design + Construction - #11293279
- Certified Interior Designer, State of Maine, #CID5997
- Registered ME Guide, 2012-2015

AFFILIATIONS

Maine Interior Design Association
Board Member 2025-Present

Portland Community Orchestra
Board Member 2025-Present

IIDA Intermountain
Board Member, 2016-2019

Wasatch Community Symphony
Cello Principal, 2018-2020

Interior Designer: March 2024 – Present
SME Solutions, (Remote)

Project Types: Healthcare, IOT&A Typical
Project Scope: Programming, concept rendering, VR, furniture material and finish selection, furniture proposals, project management, installation coordination, install, punch lists, IDIQ bid management.

Senior Interior Designer: December 2021 – April 2024
Smith & Vansant Architects, White River Junction, VT

Project Types: Residential and light commercial
Typical Project Scope: Material and finish selection, programming, design development, schematic design, concept rendering, 3D walk through and video, casework detailing, furniture design, furniture proposals, project management, installation coordination, install, punch lists.

Senior Interior Designer: April 2017 – April 2021
Midwest Commercial Interiors, Salt Lake City, Utah
(Steelcase Platinum Partner)

Project Types: Commercial, higher education, civic, government, healthcare, and hospitality furniture.
Typical Project Scope: Material and finish selection, programming, design development, schematic design, concept rendering, 3D walk through and video, furniture design, furniture proposals, project management, installation coordination, install, punch lists, furniture systems specification, live client design review.

Interior Architect: February 2015 – April 2017
EDA Architects, Salt Lake City, Utah

Project Types: Commercial, higher education, civic, government, hospitality, and tenant improvement.
Typical Project Scope: Construction documents, material and finish selection, finish boards, details, elevations, sections, millwork drawings, programming, design development, schematic design, presentations, concept rendering, punch lists, coordination with GC and subcontractors through construction, furniture selection, design proposals, BOMA calculations.

Interior Designer: February 2014 – February 2015
Denton House Design Studio, Salt Lake City, Utah

Project Types: Residential and high end hospitality.
Typical Project Scope: Material and finish selection, detail drawing, interior elevation, section drawing, furniture layout, furniture selection, accessory selection, presentation, client correspondence, furniture quoting, specification writing, PO's, lighting selection, fabric selection, site visit, furniture order, procurement, installation.