

SAFIYAH KHATRI

PORTFOLIO 
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CONTACT INFORMATION

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ABOUT

I am a detail-oriented designer who is eager to design functional spaces through collaborative efforts. I bring thoughtful, high-quality solutions to every project and am eager to grow my career through continued learning and project experience.

EXPERIENCE

Project Designer · Jennifer Giffin Design · Toronto, ON

April 2025 - Present

- Collaborate with the Principal Designer to develop residential design presentation packages, including layout drawings, renderings, mood boards and finish palettes aligned with company standards.
- Assist with space planning solutions that reflect client needs, functional requirements and Ontario Building Code compliance using AutoCAD and Revit, across both large- and small-scale projects.
- Create and review construction and millwork drawings for permitting and fabrication.
- Contribute to all phases of the design process, from concept development to construction documentation and procurement.
- Curate and document FF&E selections based on project goals, aesthetic intent and budget.
- Prepare schedules, spec sheets, and procurement documentation.
- Maintain and manage the material library, ensuring samples are current and coordinating orders for project-specific needs.
- Assist with landscape design, aligning plans with relevant City of Toronto Zoning By-laws.
- Coordinate with vendors and contractors to ensure smooth delivery, tracking and execution of design intent.
- Conduct on-site visits to document existing conditions, including detailed measurements and photography.
- Track budgets, quotes and procurement using spreadsheet tools such as Google Sheets.
- Provide administrative support, including email correspondence and project file management.

Interior Design Assistant · Absolutely Inc · Toronto, ON

July - Oct 2022

- Supported a design team of two through all phases of the design process.
- Assisted in the creation of construction drawings for residential projects.
- Conceptualized custom furniture designs and prepared millwork drawings for woodworkers.
- Developed material boards and presented clients with curated options.
- Visited vendors to source FF&E that meet client specifications.
- Tracked FF&E from order to install to ensure all items meet client expectations and projected timelines.
- Conducted site visits for initial measurements, supervised item delivery and installation.
- Created and tracked quotes and invoices while organizing all into client files.
- Attended client meetings and took detailed notes for review.
- Prioritized client updates and documenting their needs to effectively address project requirements.

Graphics Associate · TMU School of Interior Design Year End Show 2024

Nov 2023 - April 2024

- Designed media for print and online using Adobe Illustrator and InDesign.
- Coordinated and communicated with the team through weekly meetings and updates for smooth project execution.
- Adjusted and edited graphics according to team feedback during review.

EDUCATION

Toronto Metropolitan University - Bachelor of Interior Design, with Distinction.

Toronto, Canada.

2020- 2024

University for the Creative Arts - Foundation in Art, Design, and Media.

Farnham, UK.

2019-2020

AWARDS, DISTINCTIONS & EXHIBITIONS

2025:

- **Healthy Interiors** - Presented at the Interior Design Educators Council Annual Conference by Professor Lois Weinthal.

2024:

- **Graduation with Distinction** from the Bachelor of Interior Design program, TMU.
- **Healthy Interiors** - Exhibited at TMU's School of Interior Design Year End Show.
- **Arpeggio** - Exhibited at TMU's The Creative School Cortona Semester Abroad Exhibition.
- **TMU SID Dean's List Scholar** - Awarded for maintaining a GPA of 3.75 or higher.

2023:

- **POND** - Exhibited at TMU's School of Interior Design Year End Show.

2022:

- **Haven Motel Renovation** - Exhibited at TMU's School of Interior Design Year End Show.
- **TMU SID Dean's List Scholar**.

2021:

- **Dormer House** - Exhibited at TMU's School of Interior Design Year End Show.
- **TMU SID Dean's List Scholar**.

Project Links:

[Healthy Interiors](#)

[POND](#)

[Arpeggio](#)

[Haven Motel Renovation](#)

[Dormer House](#)

SKILLS

- AutoCAD
- Revit
- Rhino 3D
- SketchUp
- Rendering using Twinmotion, Enscape, V-Ray
- OBC Knowledge
- Adobe Illustrator, InDesign, Photoshop
- Microsoft Word, PowerPoint, Excel
- Design Development
- Space Planning
- Client and Supplier Contact
- Construction and Millwork
- Drawing Production
- Budget and Procurement
- Tracking