

Emir Leclercq, AXP Associate

Architectural Project Coordination

Las Cruces · NM · US

emir.leclercq@email.com | (575) 822-3461 | [linkedin.com/in/emirleclercq](https://www.linkedin.com/in/emirleclercq)

Summary

Detail-oriented and client-focused professional with over nine years of experience in design-adjacent roles, customer service, and operational coordination within retail and commercial environments. Background includes supporting space planning, layout documentation, and client-facing coordination in high-traffic settings with an emphasis on precision and organization. Currently pursuing architectural licensure through the AXP program and building proficiency in industry-standard design software. Seeking to transition into architectural project coordination with ASA Architects, leveraging strong organizational abilities, familiarity with technical documentation, and a commitment to public-serving design.

Experience

HomeSpace Interiors — El Paso, TX

Visual Merchandiser & Operations Associate | 01 Mar 2018 – Present

Coordinate floor layout changes across 8 store locations in El Paso and southern New Mexico, working with management to optimize customer flow and product visibility based on seasonal inventory. Draft simple space plans using SketchUp and digital floor grids to model proposed shelving and display configurations; shared with regional managers for review. Collaborate with vendors during product installations, ensuring all displays meet safety and branding standards. Manage inventory logs and stock reconciliation between physical counts and digital records, reducing discrepancies by 18% over two fiscal quarters. Train new staff on POS procedures, store policies, and visual standards; supported onboarding for 14 team members over three years. Liaise with maintenance and third-party service providers for equipment repairs and facility updates.

- Led seasonal redesign initiative in 2021 that increased average customer dwell time by 22%, contributing to a 14% rise in accessory sales in targeted departments.

DesignZone Home & Office — Las Cruces, NM

Customer Experience Coordinator | 01 Jun 2014 – 01 Feb 2018

Supported customer needs in a specialty retail environment focused on home office solutions and modular furniture; advised on product combinations and space efficiency. Utilized basic CAD-generated diagrams provided by vendors to help customers visualize workspace setups. Maintained accurate pricing data, product documentation, and warranty records across departments. Managed appointment scheduling for in-home consultations and coordinated follow-ups with external contractors. Handled cash and credit transactions with 99.8% accuracy over two-year period, verified through internal audits. Participated in monthly team reviews on customer feedback and service adjustments.

- Implemented organized filing system for client consultation notes and project quotes, reducing retrieval time by 40% and improving team coordination during peak seasons.

Southwest Building Supply — Las Cruces, NM

Administrative Assistant / Sales Support | 01 Sep 2011 – 01 May 2014

Provided clerical and logistical support to sales team handling materials for residential and light commercial construction projects. Prepared order forms, delivery schedules, and invoices; tracked shipments and updated clients on delivery timelines. Answered technical questions about product availability and specifications with guidance from sales reps. Maintained digital archive of supplier contracts, MSDS sheets, and warranty documents. Supported team during large-scale bids by compiling material cost summaries and coordinating samples.

- Recognized with Employee Recognition Award (2013) for consistent accuracy and responsiveness during city school district renovation supply orders.

Education & Training

Bachelor of Science, Environmental Design

New Mexico State University

– 01 May 2011

Skills

Project Coordination & Scheduling, Client Communication, Space Planning & Layout Support, Budget Tracking (Basic), Microsoft Office Suite, Adobe Acrobat & Document Management, AutoCAD, SketchUp, Revit, Building Code Research, Construction Documentation, Team Collaboration & Peer Support, Conflict Resolution, Cash Handling & Financial Accountability, Inventory Management, Point-of-Sale (POS) Systems, Time Management & Task Prioritization, Report Preparation, Data Entry & Accuracy, Customer Service Excellence, Stakeholder Liaison, Problem-Solving in Fast-Paced Environments, Public-Facing Interaction, Attention to Detail, Sustainable Practices, Multitasking in Deadline-Driven Settings, Professional Email & Correspondence, Note-Taking & Meeting Documentation, Cultural Awareness

Languages

English | – Present

native

Spanish | – Present

conversational – daily use in customer interactions

Certifications

Architectural Experience Program (AXP) | 2022

NCARB

Eligibility confirmed, experience tracking initiated in 2022; approximately 1,200 hours logged to date.

OSHA 10-Hour General Industry Safety Certification | 2013

Authorized Training Provider

Valid through 2025

Awards

Employee Recognition Award | 2013

Southwest Building Supply

Recognized for consistent accuracy and responsiveness during city school district renovation supply orders.

Projects

Net-Zero Community Center Conceptual Design | – Present

Senior project: Conceptual design for a net-zero community center in Doña Ana County (non-built).

Interests

Community design forums | – Present

adaptive reuse of public buildings | – Present

desert landscape integration | – Present

urban walkability | – Present

affordable educational infrastructure | – Present

References

Available upon request