

Leigh Suggs  
105 Fidelity Street #B9  
Carrboro, NC 27510  
[www.leighsuggs.com](http://www.leighsuggs.com)  
[suggs99@gmail.com](mailto:suggs99@gmail.com)

## Education

**University of North Carolina-CH** - Chapel Hill, NC  
Bachelor of Fine Arts May 2003.  
Concentration in Mixed Media and Fibers

## Selected Shows/Exhibitions

- 2012  
**Leigh Suggs Solo Show**, LIGHT Art+Design, Chapel Hill, NC
- 2011  
**Metal (pearls, stones, & concrete) Group Show**, LIGHT Art+Design, Chapel Hill, NC  
**Books & BroadSides Juried Show**, Ackland Museum Store, Chapel Hill, NC  
**Returning Bowl | Live Relic, Group Show**, Alcott Gallery, Chapel Hill, NC  
**RE Juried Show**, LIGHT Art+Design, Chapel Hill, NC  
**PULP, Juried Show**, Visual Art Exchange, Raleigh, NC  
**Perseveraltion: Persistant Repetition, Solo Show**, Room 100, Durham, NC  
**New Work: Grid References, Solo Show**, The Neveca Project, Chicago, IL  
**For the Birds Group Show**, LIGHT Art+Design, Chapel Hill, NC
- 2010  
**Winter Show Group Show**, The Greenhill Center for Art, Greensboro, NC  
**Elemental, Group Show**, LIGHT Art+Design, Chapel Hill, NC
- 2009  
**Opening, Group Show**, Sitzer Spuria Studios, Carrboro, NC  
**Collect, Group Show**, The Neveca Project, Chicago, IL
- 2008  
**Texture + Light, Group Show**, Sitzer Spuria Studios, Carrboro, NC
- 2007  
**Opening, Group Show**, Sitzer Spuria Studios, Carrboro, NC
- 2006  
**Opening, Group Show**, Siverson Farm, Carrboro, NC
- 2005  
**Opening, Group Show**, Sitzer Spuria Studios, Carrboro, NC
- 2004  
**Symbiosis, Group Show**, Siverson Farm, Carrboro, NC
- 2003  
**Honors Thesis Show, Group Show**, Alcott Gallery, Chapel Hill, NC

## Lectures, Workshops, & Residencies

- 2011  
**“Structuring Lines”** Assistant for Jerry Bleem, Penland School of Crafts, Penland, NC  
**Printmaking Residency**, Penland School of Crafts, Penland, NC
- 2009  
**Paper in 3 Dimensions**, Penland School of Crafts, Penland, NC
- 2003  
**Sculptural Knitting**, Penland School of Crafts, Penland, NC
- 2002  
Work Study at Dieu Donne, New York, NY

## Awards

2003

Penland School of Crafts Scholarship – UNC-CH  
George Kachergis Memorial Scholarship – UNC-CH

## Collections

Michael Cucchiara & Marty Hayes, Chapel Hill, NC  
Chuck Weinraub & Emily Kass, Chapel Hill, NC  
Catherine Matthews, Durham, NC  
Soloman Aronson, Chicago, IL  
Melanie Soles, Greensboro, NC  
Chris & Whitney Parris-Lamb, New York, NY  
Hanah Warner Bitton, New York, NY  
Cindy & Joseph Spuria, Chapel Hill, NC

## Committees & Boards

2011

CAM/now Young Professionals Steering Committee, Contemporary Art Museum  
Raleigh, NC

2010

Co-Organizer of designSPARK, a division of SPARKcon, Raleigh, NC  
Co-Owner of LIGHT Art+Design, shop & gallery, Chapel Hill, NC

## Employment & Professional Experience

2008 -2011

### **Sitzer Spuria Studios, LIGHT Art+Design, and Caragreen**

Director of Operations / Intermediate Designer / Co-Owner

A grouping of three sister companies all centered on art, sustainable design, and the education and distribution of sustainable interior building products. Sitzer Spuria Studios is a full service design firm specializing in finely detailed classic and modern sustainable interiors. LIGHT Art+Design is a curated design shop featuring the works of local artists and artisans. Caragreen is a distributor of sustainable products and a resource for qualified information and education on sustainable building materials.

I manage the day-to-day operations of all three sister companies to ensure all business goals are met. Review weekly and monthly financial reports, present quarterly reports and projections to the owners. Create yearly financial reviews and future assumptions and projections for owners, research new business development, and create financial goals for each company. Evaluate existing systems and/or implement new systems for more efficient business procedures. Oversee Human Resources and provide diplomatic leadership and guidance for all employees. Conduct yearly reviews and evaluations for several employees. Prepare and present employee incentives to increase productivity. Assist in hiring new employees when necessary. Organize and lead design charettes, collate and distribute design meeting notes, and monitor all project progressions to ensure timely completion. Specify furniture, fixtures & equipment, maintain project deadlines, and monitor progress. Work daily with technicians, installers, and artists to insure company's vision is maintained and client expectations are met.

2007 -2008

**Sitzer Spuria Studios and Caragreen  
Business Manager / Jr. Designer**

Managed the accounts payable and receivable process for two companies by overseeing office manager and other administrative employees, monitored work flow of designers, created invoices with the assistance of the president of the company, made bank deposits and transfers, created and tracked weekly and monthly financial reports for owners. Monitored cash flow for profit analysis and implemented key initiatives to increase profitability. Offered design team assistance by managing office schedule, monitoring vendor deliveries, coordinating delivery times with clients, monitoring job expenses, managing shipping schedule of exhibit components, researching materials and furniture to meet specifications, creating purchase orders, and helping designers prepare for client meetings. Provided CAD assistance to senior designers, assisted in design development and job documentation, specified furniture, fixtures, and equipment. Worked closely with other firms and agencies to complete coordination drawings. Formatted, templated, and delivered drawings to contractors and engineers. Assisted with the design of new company logo and website.

2005 -2007

**Sitzer Spuria Studios and Caragreen  
Office Manager**

Managed the accounts payable and receivables process for two companies. Created preliminary invoices for president, made bank deposits and transfers, and reported financial activity to accountant for tax purposes. Offered design team assistance by filing, sorting, and archiving client files. Managed and updated sample library, created the sustainable product library. Answered phones and general email inquiries.

2002 -2005

**Uniquities  
Merchandise Manager / Office Manager**

Managed inventory levels between two store locations, communicated with both stores to insure maximum volume inventory, and conducted transfers between store locations based on weekly reports. Created store layout for merchandise and produced presentation guidelines. Managed and updated PO's, processed PO's with over 100 different vendors, handled RA's and RTV's. Organized and followed through with store promotions and sales. Helped create website layout and advertisements for newspapers and magazines.

**Skills**

Proficient with Mac's and PC's, MS Office Suite (Word, Excel, PowerPoint), QuickBooks & QuickBooks Pro, Photoshop, PowerCAD, AutoCAD, Sketch-up.