

fairbanklily26@gmail.com

London and Brighton

lilyfairbank.com

linkedin.com/in/lily-fairbank-813030233

Lily Fairbank

Project manager and designer

RENOVATIONS AND INTERIORS

PROFILE

I plan and run renovations, and I design the spaces. I'm managing a studio conversion from first plan to finished rooms: schedule, budget, clearance, sourcing and the 2D and 3D design. Before this I worked in marketing, design and operations in the UK and Japan, and the design and creative work was always my favourite. I'm looking for my first role in renovation management or design, from March 2027.

SELECTED WORK

NOW, 2026

Studio renovation

A working studio planned as a home, from clearance to finished rooms.

2026

Ditchling Cabin

A disorganised store room redesigned so changeovers run faster.

2024 TO 2025

Laisy

A podcast I created and edited, with all of the artwork. 13 episodes.

2025

Road Nomad

Brand, website and marketing for an AI road trip planner.

SKILLS

Brand and identity

Mood boards

Print, social and web design

Podcast production

Project planning and scheduling

Budgeting and payroll checks

Sourcing and supplier liaison

3D CAD software

Spreadsheets

Social media and SEO

Sales and research

Customer service

Event and hospitality

Full driving licence

TOOLS

Canva

Procreate

Studio One

Google Workspace

Microsoft Office

Pinterest

Instagram and TikTok

SketchUp (learning)

Where I've worked.

2026

OCT TO NOW

Project Management and Design Consultant

Studio renovation

- Planning, scheduling and budgeting a studio conversion into a two-bedroom home, from clearance to finished rooms.
- Sourcing furnishings, appliances, flooring and paint, and producing 2D and 3D plans and renders.

2026

AUG TO OCT

Project Management and Design Consultant

Store room reorganisation, Ditchling Cabin

- Redesigned and rebuilt a disorganised supplies and laundry space for faster changeovers and less over-ordering.
- Planned the layout with the operations manager, bought the fittings and managed the invoices.

2025–27

NOV 25 TO MAY 26
NOV 26 TO MAR 27

Executive Assistant and Customer Service, then Co-director of Snowsports

Imagine Japan, Niseko

- Managed schedules, bookings and communications for over 40 ski and snowboard instructors.
- Created daily transport schedules, organised staff travel and budgets, and checked monthly payroll against schedules.

2025

APR TO NOV

Head of Marketing

Road Nomad (now Road Quest), Brighton

- Shaped the brand from concept to launch: website, product design and visual identity.
- Designed partner materials, including white-label concepts pitched to U-Haul, and created the B2B sales strategy.

2025

MAY TO NOV

Sales Assistant (freelance)

Languagenut, Brighton

- Supported the sales research team and called schools to gather and confirm information.

2024–25

OCT TO MAY

Creator, producer, editor and co-host

Laisy podcast, Manchester

- Created and produced 13 episodes and designed all of the artwork. Awarded Best Podcast of the Year by Fuse FM.

2024

MAY TO SEP

Intern

Factory Films

- Office and location runner and researcher for the development team: logged and transcribed rushes, created social content.

2018

TO NOW, PART-TIME

Operations Manager

Ditchling Cabin

- Manage multiple properties, from film crew liaison and housekeeping to concierge work, VIP guest experience and inventory.

EDUCATION

American Studies

The University of Manchester, 2022 to 2025.
Politics, history, literature, environmental and cultural studies, with independent research in the final year.

SCHOOL

Hurstpierpoint College

Politics (B), English (A), Drama (A).
2014 to 2021. Appointed Prefect.

RECOGNITION

Best Podcast of the Year

Fuse FM, Manchester, 2024 to 2025,
for Laisy.