



INNER
Design
STUDIO

7103 Bakers Bridge Ave #106
Brentwood, TN 37027-9204

615.321.0696

www.innerdesignstudio.com

SHELLEY SINCLAIR

Chief Operating Officer



EDUCATION

Bachelor of Science, Interior Design
Middle Tennessee State University

Murfreesboro, TN
2011

EXPERIENCE

Inner Design Studio
Chief Operating Officer

Brentwood, TN
2026 - Present

Leads the firm's daily operations, overseeing resource planning, scheduling, quality assurance, and team performance to deliver projects efficiently, profitably, and at the highest quality. Partners with leadership to drive operational strategy, mentor staff, strengthen client relationships, improve profitability, oversee hiring, and implement processes that support long-term growth.

Prior to assuming the COO role, Shelley spent 14 years leading increasingly complex healthcare projects, progressing from Staff Interior Designer to Project Manager to Senior Project Manager while mentoring staff, strengthening client relationships, and managing projects from programming through construction administration.

2012-2026

Directbuy of Cool Springs
Project Manager

Brentwood, TN
2008-2012

Managed the interior design showroom while assisting members with product selections and residential design solutions. Supervised the design staff, reviewed product orders and payments, coordinated vendor training, and ensured exceptional customer service throughout the design and purchasing process.

PROFESSIONAL REGISTRATION

National Council for Interior Design Qualification
NCIDQ Certified

2026