

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

I am a recent graduate from Michigan State University with a Bachelor of Arts in Interior Design. I have internship experience working for a local interior design firm on projects within a restaurant and local daycare. I'm interested in working further on future small businesses and eateries.

## Experience

### Interior Design Intern at Anjelica Talent - Company / Location

MONTH YEAR - Present

- Participated in group meetings with 9 senior designers, offering ideas, feedback, and suggestions for design proposals regarding nursery room renovations and restaurant waiting area.
- Created and distributed 3 client invoices paying critical attention to ensuring invoices reflected the services requested.
- Designed mockups using the computer software AutoCAD to showcase potential redesigns.
- Adhered to state and federal regulations for space renovations.
- Paid special attention to budget costs and maximized them by 10% while keeping quality materials.

### Teaching Assistant for Introductory Interior Design Course – Company/Location

MONTH YEAR – MONTH YEAR

- Generated design exercises for students to familiarize themselves with AutoCAD and other design programming, resulting in better preparation for the final project.
- Explained state and federal regulations and introduced a failing mockup with which students identified reasons for failure and proposed solutions.
- Monitored a group of 7 enrolled students on their progress in the class, served as a mentor to ask questions, offer advice, and assist when needed.
- Organized field trip to the local interior design firm, set up transportation, and reserved time for a Q&A session between students and firm members.
- Created and distributed helpful cheat guides for students to practice memorization of the federal and state regulations in design.

### Project Experience

- Developed a complete 30,000 sq foot plan of the proposed school satisfying federal and state regulations and budget expectations for a class assignment.
- Started a booth at a college fair to entice and inform prospective students about the interior design program.
- Served on the Interior Design Program committee, organized the final graduation ball, and managed member dues.

## Education

### High School Diploma - Oxford High School

MONTH YEAR

- GPA: 3.79
- AWARD

### Bachelor of Arts in Interior Design - Michigan State University

MONTH YEAR

- GPA: 3.7
- AWARD

## Skills

### Expertise

- Color basics
- Time Management
- Eye to Detail
- Communication
- Design Trends

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Leadership in Energy & Environmental Design
- National Kitchen & Bath Association
- American Lighting Specialist