

NAME

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

Profile

I am an interior designer with 13 years of experience working across three firms. I enjoy and have experience sprucing up residential spaces and am interested in exploring designing commercial use spaces in healthcare and retail settings.

Experience

Interior Designer at Forman Interior Design - Company / Location

MONTH YEAR - Present

- Collaborated and worked with a 10-person team to tackle between 65-85 major and minor projects annually.
- Developed and implemented a new filing system to manage client orders, payments, installations, and invoices.
- Presented and prepared proposals and accurate estimates to clients, gaining customer satisfaction and referral.
- Used AutoCAD and SketchUp pro to create appropriate business models and refined models with client feedback to ensure satisfaction.
- Coordinated communication between clients, contractors, homeowners, and other necessary parties to ensure project completion was timely.

Interior Designer at Walsh Lake Interior Design - Company / Location

MONTH YEAR – MONTH YEAR

- Responsible for scheduling checkpoint meetings throughout construction to monitor the timeliness and project success for 75+ projects annually.
- Redesigned firm business cards and distributed them to local businesses, increasing public knowledge of design firms and aiding in a 7% uptick in business referrals/new customers.
- Prepared mockup space presentations with Autodesk Revit and provided time and cost estimates to clients.
- Managed client orders, payments, remaining invoices, and installations to keep production efficient; increased by 13%.
- Attended and presented project updates during firm meetings to receive feedback and suggestions for better projects.

Project Experience

- Renovated unused elementary school wing into 3 high-functioning 5th-grade classrooms while fulfilling state and federal regulatory requirements.
- Maximized space usage in restaurant stockrooms by introducing organized inventory systems that improved functionality.
- Created and gave a presentation discussing design trends throughout history to a local community college.

Education

High School Diploma - Stoney Creek High School

MONTH YEAR

- GPA: 3.8
- AWARD
- AWARD

Bachelor of Applied Arts in Interior Design - Central Michigan University

MONTH YEAR

- GPA: 4.0
- AWARD
- AWARD

Skills

Expertise

- Design Trends and History
- People and Communication skills
- Budget management
- Time Management
- Technology Competency

Licenses & Accreditations

Licenses Licenses & Accreditations

- National Association of the Remodeling Industry
- National Association of Home Builders Membership
- Leadership in Energy & Environmental Design