

JESSICA CLAIRE

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Professional Overview

Highly motivated, creative interior design coordinator with a strong background in space planning, one on one homeowner liaison. Seeking to take the career step with a respected design firm, focused on creating world-class hospitality and living spaces. Proven success in leading multi-functional project managers to achieve project goals and achieving a high-degree of client satisfaction.

Areas of Expertise

- Project Planning
- Strong Conceptual Design Skills
- Creative and Artistic
- Interior Design
- Prioritization
- Consulting
- Vendor and Client Relations
- Team leadership

Experience

Interior Designer, 05/2018 to Current

Balfour Senior Living – Ann Arbor, MI

- Visited home sites when necessary to assess and fulfill customer needs
- Successfully assisted clients in the selection process that were consistent with their preferences and budget
- Maintained accurate specifications/design for each project
- Maintained customer expectations with open consultations and frequent communication
- Oversaw project manager and kept members on task to complete orders according to deadlines
- Sourced local and overseas suppliers to select cost-effective products and fostered relationships with vendors to meet purchasing goals
- Ensured that the project vision and design intent were reflected
- Planned and designed residential properties to create unique living spaces
- Followed changes in industry trends and changing styles
- Participated in furniture selection and documentation of the specifications
- Managed/submitted all permits required for each project
- Attended multiple trade shows, to receive all information on new products

Selections Coordinator/Designer, 03/2015 to Current

Vintage Building And Design – City, STATE

- Met with clients to establish decor needs and created custom project proposals in alignment with client budget, tastes, and time-frames
- Worked with design team/project managers to manage workload and deadlines and maintain project schedule
- Scheduled and attended site visits to measure and photograph spaces, and review and approve information and installations
- Ensured that the project vision and design intent were reflected
- Successfully assisted clients in choosing furnishings that were consistent with their preferences and budget
- Day to day office/clerical work
- Prepared correspondence, accounting, and financial documents
- Sent out invoices for approval
- Prepared day to day schedules for partners of Vintage

Administrative Assistant/Selections Coordinator, 03/2015 to 05/2016

Seaside Builders – City, STATE

- Discussed design standards and procedures with the directors of design and architecture
- Designed and suggested new display ideas to improve client accessibility for our custom homes
- Monitored the design process from conceptual phase through construction
- Performed site selections for clients
- Prepared and designed selection books for office and clients
- Day to day clerical/administrative work
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information
- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences
- Designed electronic file systems and maintained electronic and paper files
- Handled all incoming and outgoing correspondence.

Educational Background

Associate of Arts: Interior Design, 2014

International Academy of Design and Technology - Orlando, FL

Urban Design

Florida Atlantic University - Boca Raton, FL

Current