

Robert Smith

Interior Design Consultant/Analyst

PERSONAL STATEMENT

Self-motivated, outgoing, customer focused, efficient, organized, a very quick learner, willing to train, instruct and manage others, technically proficient, eager to experience new things, welcome to changes and new technologies, and able to clearly communicate in writing and verbally.

WORK EXPERIENCE

Interior Design Consultant/Analyst

ABC Corporation - 2005 - 2008

Responsibilities:

- Operator of In-home interior design consulting company.
- Interior Designer and Interior decorator on staff.
- Meet with the customer, measure, create floor plan, produce idea board, assist in customer selections and purchases.
- Back office website creation and maintenance and social media marketing, scheduling, and bookkeeping.
- Continued relationships with existing customers from Furniture Sales positions.
- Assisted customers in creating a home design that reflects their own style and taste.
- Professionally greet clients to establish rapport & obtain appointments and in-home consultations.

Interior Design Consultant

ABC Corporation - 2001 - 2005

Responsibilities:

- Assistant to builder, for new construction and renovations.
- Attending client meetings, builder/architect & job site meetings.
- Executing budgets, expediting & tracking purchase orders.
- Overseeing installations of millwork, Kitchen & Bath Designs Outdoor Spaces Front yard layout designs for driveway & landscape.
- Backyard layout designs for in-ground pool and patios Design Layouts for outdoor kitchens, supervising construction and installations.
- Childrens room concepts from nursery to teenagers.
- Accent Wall Treatments, Lighting Design, Home Gyms & Home Offices.

Education

Accounting / Business Management - 1988(Wake Technical College)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Excellent Customer
Relations, Elevated
Organizational.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)