

ROBERT SMITH

Interior Designer/Design Director

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To broaden Interior Design experience and knowledge with a growing design firm by utilizing a spectrum of skills which fulfill the role of Interior Designer.

CORE COMPETENCIES

Management, Interior Design, Customer Service.

PROFESSIONAL EXPERIENCE

Interior Designer/Design Director

ABC Corporation - November 2010 – December 2012

Key Deliverables:

- Responsibilities Coordinated initial and follow up meeting with client concerning project.
- Collected information for project while listening to clients needs and wants.
- Researched products to include fabrics, furniture, accessories, lighting, tile, flooring, etc., for project.
- Designed a plan for clients project based on information gathered and budget.
- Worked closely with vendors and subcontractors for pricing, stock, and various information concerning products and design.
- Produced proposal and invoice for clients project to include pricing, description, and deposit using QuickBooks.
- Collected deposit upon start of project and balance at completion.

Interior Designer

ABC Corporation - 2009 – 2010

Key Deliverables:

- Johnson Company Tokyo, Japan Designed interior detailing as well as coordination of interior finishes and furnishings for new corporate headquarters.
- Naval Propulsion Systems Evaluation Facility Patuxent River, Maryland Provided space planning and finish/furniture specifications for government procurement package.
- Ocean Spray Cranberries Visitor Center Henderson, Nevada Created design and space plan for visitors within tour and retail facility.
- Designed theme, finishes scheme, and retail millwork.
- Trammell Crow Company Oklahoma City, Oklahoma Managed CAD database for property management company.
- Provided space planning services for over 1.5 million square feet of office buildings and warehouse facilities..
- Develop decoration ideas for clients from individual rooms to full homes.

EDUCATION

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- Bachelor of Arts in Journalism - (UNIVERSITY OF MEMPHIS - Memphis, TN)