

Robert Smith

Interior Design II

PERSONAL STATEMENT

Seeking an opportunity that will allow me to reinforce my educational skills as an Interior Designer, bring with the ability to multi-task, as well as communicate effectively through writings and verbal presentations.

WORK EXPERIENCE

Interior Design II

ABC Corporation - December 2002 - June 2008

Responsibilities:

- Assisted Principle Designer/President with every entity of the business on a daily basis, while providing administrative and clerical support.
- Managed Stagings of multi-million dollar homes throughout the Bay Area.
- Oversaw monthly financial goals and maintained weekly invoicing.
- Typed and edited estimates and interacted directly with potential clients, Realtors and Interior Designers.
- Managed Staging crew and acted as the liason between client and president/principle of company.
- Scheduled properties for Staging installations, traveled throughout the Bay Area for client meetings, attended lunch and dinner business arrangements, filing, faxing, mail distribution, event planning domestically and internationally, researched, arranged conference calls and meetings, prepared PowerPoint presentations and handled highly confidential material.
- Managed office and office staff on a daily basis.

Interior Design

Delta Corporation - 1999 - 2002

Responsibilities:

- Composed Original Research Thesis titled The Technological Impact on Creativity assessing the impact of Rapid Prototyping and Computer Modelling on .
- Current GPA 3.43/4.0.
- Graduated with Honors/Deans list 3.2/4.0.
- Assist Clients with Fabric, Wallpaper, Drapery, Flooring and Accessory Selection for Projects.
- Includes Drawing, Rendering Architect Computer Design with using 3D Architect and Architectural Auto - CAD Customer Service.
- Assemble interior doors while working in a fast paced environment Check final and completed product; Ensure quality before packaging.
- Filled area leader duties when person was not in attendance.

Education

Bachelor Of Science In Design - (Civil Engineering University Of Mindanao)

CONTACT DETAILS

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

SKILLS

Customer service ,
merchandising, office
management,.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

