

# ROBERT SMITH

## Freelance Floral Designer

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Food related, I've worked in Organic and Natural Foods, spent 15 yrs. in professional kitchens in all facets, including Menu Creation and Recipe Development . Also have a lot of experience in Health and Nutrition Management with Vitamins, Supplements & Herbs .

### SKILLS

Computer, medical assisting, medical office.

### WORK EXPERIENCE

#### Freelance Floral Designer

ABC Corporation - April 2008 – November 2012

- Confer with clients regarding price and type of arrangement desired and the date, time, and place of delivery.
- Plan arrangement according to clients requirements, utilizing knowledge of design and properties of materials, or select appropriate standard design pattern.
- Water plants, and cut, condition, and clean flowers and foliage for storage.
- Select flora and foliage for arrangements, working with numerous combinations to synthesize and develop new creations.
- Order and purchase flowers and supplies from wholesalers and growers.
- Trim material and arrange bouquets, wreaths, terrariums, and other items using trimmers, shapers, wire, pins, floral tape, foam, and other materials.
- Perform office and retail service duties such as keeping financial records, serving customers, answering telephones, selling giftware items and receiving payment.

#### Floral Designer

ABC Corporation - 2005 – 2008

- Closed and opened the shop.
- Designed floral arrangements for different occasions.
- Took orders by inputting them into the computer system.
- Received payments and made deposits.
- Delivered flowers and gifts to recipients.
- Cleaned the shop.
- Greet Customers.

### SCHOLASTICS

- General Education Diploma - (The Walker Career Center - Indianapolis, IN)