

Interior Design Consultant/Executive

ROBERT SMITH

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Objective

Interior Design Consultant with over 19 years experience in showroom and outside sales. Accomplished Manager with strong leadership and relationship-building skills. Exceptional ability to assist client in creating design concept and making product selections to meet their expectations and budget.

Skills

Computers, Microsoft, Customer Service, Relationship Building, Verbal & Written Communications.

Work Experience

Interior Design Consultant/Executive

ABC Corporation - 1994 - 2003

- Consultant Established conceptual design direction, refined and developed interior design in conjunction with project manager and architectural team members.
- Site visits as required to document existing conditions, review construction progress, installation and punch walk through.
- Subcontracted fabrication, installation, and arrangement of carpeting, fixtures, accessories, draperies, paint and wall coverings, art work, furniture, and related items.
- Responsible for technical accuracy of interior documents, specifications and budgets for projects.
- Assisted Project Manager in analysis of design manpower and schedule for design, preparation for design deliverables and met all documentation requirements.
- Met regularly with Project Managers to discuss design direction, schedule and priorities, technical and design issues, upcoming meetings and presentations.
- Created database using Access for proposal management system, tracking win/loss of submissions, debriefing notes, and client data; resulting in more efficient & effective use of time collaborating with cross-functional teams.

Interior Design Consultant

ABC Corporation - 1989 - 1994

- Responsibilities My Interior Design responsibilities are the same as the previous position.
- Accomplishments I had developed a 5 year ongoing design/sales relationship with the largest Assisted Living Facility in the county.
- Over 100K in sales for that client.
- The highest single purchasing company at that time in the stores history.
- Exceeded managements sales goals.
- Skills Used Exceeding managements goals.
- Strong Customer Service skills..

Education

