

# Robert Smith

## Sales & Interior Designer

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### SUMMARY

Design professional with a focus on bringing the big idea from conception to fruition. Experience in client relations, team leadership, project management and the handling of multiple priorities under pressure. Interest in being part of a dynamic team committed to doing what it takes to develop a successful project.

### SKILLS

Autocad, Excel, Project Management, Space Planning, Construction Documents, FF&E.

### WORK EXPERIENCE

#### Sales & Interior Designer

ABC Corporation - June 2005 – March 2009

- Selected Contributions Managed 185,000 square foot commercial office project for large Delaware based health care company.
- Responsible for all aspects from space planning and design development through construction administration and furniture installation.
- Expanded relationship with local community organization responsible for developing projects for Wilmingtons riverfront area.
- Completely renovated office space and provided finishes and lighting recommendations for more effective meeting areas.
- Worked in large team to meet needs of growing retail bank client.
- Fast moving space planning and construction deadlines provided additional challenges requiring unique problem solving skills.
- Successfully assisted local real estate brokers draw multiple new tenants to Wilmingtons downtown office spaces through cost effective and functional space plans and fast turnaround of construction documents.

#### Interior Designer

American Property Development - 2002 – 2005

- Confer with Board of Directors and Investors to determine factors affecting planning interior environments, such as budget, architectural preferences, purpose and function.
- Advise client(s) on interior design factors such as space planning, layout and utilization of furnishings or equipment, and color coordination.
- Review and detail shop drawings for construction plans.
- Coordinate with other professionals, such as contractors, architects, engineers, and developers to ensure job success.
- Estimate material requirements and costs, and present a cohesive design to client for approval.
- Subcontract fabrication, installation, and arrangement of flooring, fixtures, accessories, draperies, paint and wall coverings, art work, furniture, and related items.
- Successfully completed several, multi-million dollar projects on time and on budget.

### EDUCATION

Interior Design - (Appalachian State University)