

Robert Smith

Interior Design

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SUMMARY

Reliable Contemporary Art Sales person with Interior Design experience. Goal-oriented and dedicated to high levels of customer satisfaction and meeting aggressive business goals. Eighteen years of experience in customer care and developing positive relationships with customers to ensure business growth. Communications and Media Design Speaking Social Perceptiveness Service Orientation Critical Thinking Coordination Fine Arts.

SKILLS

Microsoft Office, Designing.

WORK EXPERIENCE

Interior Design

ABC Corporation - January 2009 - August 2011

- Advised client on interior design factors such as space planning, layout and utilization of furnishings or equipment, and color coordination.
- Answered customers questions about merchandise and advise customers on merchandise selection.
- Itemized and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases.
- Compared merchandise invoices to items actually received to ensure that shipments are correct.
- Took inventory or examine merchandise to identify items to be reordered or replenished.
- Set up and arranged displays or demonstration areas to attract the attention of prospective customers.
- Suggested specific product purchases to meet customers needs.

Interior Design

Delta Corporation - 2006 - 2009

- Administrative Assistant Communications - phone, emails, letters, client follow-up Accessories, Furniture Research - web and print Illustrations for.
- Attended seminars at Design Center Client interface, home visits - initial and follow-up.
- Organizer/Inventory, Board Layout, Projects.
- Consulting Work Coachella Valley Sept 2008 - Sept 2010 Assisting various companies with accounting needs thru temporary Agency as needed on projects .
- Helping to catch up and set up processes for accounting reports, government reporting and analysis.
- Industries Interior Design, Property Management, Manufacturing, & Solar Energy.
- Office Mgr, Bookkeeper Bookkeeping through trial Balance, Payroll, AP/AR, Sales/COS for Design Jobs & Vendor processing & expediting.

EDUCATION

Associate of Applied Science in Interior & Architecture Design - (Santa Fe Community College)