

ROBERT SMITH

Design Consultant

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SUMMARY

Bachelor of Fine Arts Degree in Interior Design. More than four (4) years of Interior Design and Consulting experience. Extensive experience developing, coordinating, managing, and executing residential and commercial design projects with budgets of up to \$2 Million. Extensive experience managing cross-functional teams. Well-developed skills determining client design requirements and budgets and creating and reviewing schematic designs and construction documents.

SKILLS

AutoCAD, Revit, Photoshop, SketchUp, Microsoft, Indesign.

WORK EXPERIENCE

Design Consultant

ABC Corporation - January 2013 – April 2013

- Assisted customers with selecting furniture and accessories in their budget range.
- Conducted on-site measurements at customer homes and offices.
- Created furniture plans and delivered design presentations to customers.
- Researched and recommended new interior products and finishes.
- Tracked shipment delivery and managed replacement of damaged goods.
- Completed weekly sales, inventory, and shipment reports.
- Performed weekly job site visits and coordinated with contractors on furniture installation.

Design Consultant

ABC Corporation - 2010 – 2013

- In-home design consultation; assisting clients in achieving aesthetic functional and economical goals through the consultation process.
- Showroom consultations; initial step in meeting client needs;(i.e.
- inhome consultation, showroom consultation and installer measure).Involved in Online order process.
- Phone orders with existing clients.
- Installation scheduling and assisting client issues.(i.e.
- installation Process, defective product and client inquiries).
- Met sales goals by 20% each month based on previous year sales..

SCHOLASTICS

- Bachelor of Fine Arts in Interior Design - August 2005(University of North Texas - Denton, TX)