

# ROBERT SMITH

## Interior Design Consultant/Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Experienced in interior design industry worked in sales, design consultation, interior coordination, space planning, computer aided drawing, showroom work and as architectural rep.

### CORE COMPETENCIES

Microsoft Office, Customer Service.

### PROFESSIONAL EXPERIENCE

#### Interior Design Consultant/Manager ABC Corporation - 2006 – 2008

##### Key Deliverables:

- Promoted product sales by greeting customers and communicating to determine needs and presenting corresponding products.
- Processed orders, as well as managing records and payments.
- Advised clients in selecting finish materials for homes and businesses, to include identifying client needs, determining budget requirements, and presenting options.
- Measured spaces and prepared scale drawings.
- Collaborated with other departments to coordinate final look based on client needs.
- Prepared purchase orders, as well as ordering materials and coordinating with vendors to ensure timely delivery.
- Visited work sites to monitor progress and address issues, coordinating with contractors.

#### Interior Design Consultant ABC Corporation - 2005 – 2006

##### Key Deliverables:

- Achieved 100% satisfaction rating and 38% closing ratio.
- Increased upselling of accessories and created organizational strategy for associates making in-home visits.
- Maintained and instituted training manuals and teaching aids.
- Supported lower-level sales staff in meeting their goals.
- Drew and read blue prints and designs Other Managerial Experience Project Manager - Oakwood Homes, Greensboro, NC Management of site/ sales force of 15 Financial planning of projects, always at or below cost Outstanding Achievement award for number of homes sold in the West Managed corporate presentations, new employee orientation.

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- Project/Sales Manager - Forbes Enterprises, Houston, TX Director of International team Developed International work standards for American and International work teams Time management/ budget planning / excel and project manger software Implementation.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

Bachelor of Science in Business Administration with emphasis in Marketing -  
(University of Southern Mississippi - Hattiesburg, MS)

