

# ROBERT SMITH

## Sr. Interior Design

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### SUMMARY

Consults and directs the Interior Design home buyers in the selection of all standard and upgrade options to personalize.

### SKILLS

Autocad, Professional Freehand Perspective, MS word.

### WORK EXPERIENCE

#### **Sr. Interior Design**

ABC Corporation - February 2010 – April 2019

- Operates office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Answers telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greets visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Sets up and maintains paper and electronic filing systems for records, correspondence, and other material.
- Locates and attaches appropriate files to incoming correspondence requiring replies.
- Opens, reads, routes, and distributes incoming mail or other materials and answer routine letters.
- Makes copies of correspondence or other printed material.

#### **Interior Design**

Delta Corporation - 2009 – 2012

- Field technician/business intern Prepared and analyzed financial statements of local business.
- Calculated financial ratios, compared to industry standards.
- Evaluated organizational performance and compared figures with local competition.
- From 1993 through 2011 I was a stay at home mom and was afforded the opportunity to raise my two boys through high school.
- During this time I also completed numerous courses at ULL to further my education and earn my bachelors degree in Interior Design.
- Design and sold cabinets for garages, pantry, office, wall units.....
- Sales Consultant/Designer in the showroom.

### SCHOLASTICS

- Business Management - (El Camino College Torrance - Torrance, CA)