

# Robert Smith

## *Interior Designer Consultant*

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Looking for a job that I can express and use my creative background. I have Interior Design and administrative background. I have worked as an Interior Designer for over a year. I have worked in retail for several years, therefore I have well honed customer service skills. I have strong communication skills both verbal and written. I am also a very well organized person and complete every task 100 percent. I will bring my energy and enthusiasm to the business.

### **WORK EXPERIENCE**

#### ***Interior Designer Consultant*** **Ellis Custom Homes - 2010 - 2019**

##### *Responsibilities:*

- Planned and implemented interiors for new high end residential homes.
- Facilitated clients with improvements of existing plans.
- In charge of all selections and detailing for every aspect of the built project.
- Coordinated finishes, furniture and accessory selection and settings.
- Designed and drafted plans for new custom homes in historical style preferred by client.
- Integrated modern conveniences and life styles while maintaining the integrity of the period.
- Managed design through to completion and beyond.

#### ***Interior Designer*** **ABC Corporation - 2006 - 2010**

##### *Responsibilities:*

- Assisted to the two owners of the company with large scale design projects, and supervised my own smaller scale projects for clients throughout the Hamptons and New York City.
- Selected fabrics and furnishings from trips to the D&D Building as well as other sources.
- Drew furniture floor plans and renderings for custom pieces of furniture.
- Updated and maintained the companys website using Photoshop.
- Went on shopping trips, including attending the NY Gift Show to select furniture and accessories for the retail space at Design House.
- Assisted in sales in the retail space, as well as cultivating sales into design projects.
- Interacted with vendors to place orders and ensure lead times and orders were on track..

### **Education**

BACHELORS OF SCIENCE in INTERIOR DESIGN - (Stephen F Austin University)

### **SKILLS**

Strong knowledge of design trends, Freehand sketching, Customer Service And teamwork, Spanish/ English written and spoken.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)