

## BUSINESS DEVELOPMENT CONSULTANT

### Skills

3-D, budgets, color, Council, CPT, client, floor plans, Forklift, Manufacturing Processes, presentations, real estate, Safety, sales, seminars, spreadsheet, Technician, vision

### Experience

March 2014 to August 2014

Company Name City , State Business Development Consultant

- Phoned, emailed and actively followed up with potential leads given to me by management.
- Answered calls and scheduled appointments with the sales team.
- Logged all customer information in VinSolutions.
- Confirmed appointments and scheduled follow ups with customers.
- Notified necessary departments when appointments have been set.
- Maintained a goal of 8-10 appointments created daily.
- Recorded daily and weekly appointment information in a spreadsheet to measure success against our goals.

November 2011 to April 2014

Company Name City , State Senior Design Consultant

- Developed exterior design concepts and planned the schematic color and finish of the colors chosen.
- Reviewed project costs, budgets and adherence to schedules.
- Ensured that the project vision and design intent were reflected successfully.

April 2009 to November 2011

Company Name City , State Expo Design Desk Associate

- Generated more sales leads than any other design associate.
- Assisted lead designers with their floor plans, elevations and 3-D perspective views prior to presentation to the client.
- Assisted designers with their material boards for in-house review and presentation.
- Reviewed project costs initially with home owners.
- Voted Employee Committee President and planned all employee events and fundraisers.

March 2004 to March 2009

Sales Associate/Wall Paper Specialist

- Sherwin Williams, Lawrence ,KS.
- Ordered, contacted and handled all wallpaper sales.
- Passed all skill level tests in the 95th percentile each month.
- Organized and conducted presentations at all the faux finish clinics to public.
- Cultivated long term relationships with area contractors.
- Primary representative for area home shows and real estate seminars.
- Visited home sites to assess and fulfill customer needs both interior and exterior projects.

### Education and Training

University of Kansas

Interior Design Bachelor's Degree Interior Design

2016

Professional Certified Production Technician, Manufacturing Skill Standards Council (MSSC):  
Profile CPT certified in Safety, Manufacturing Processes & Production and Forklift Certification  
from Washburn Institute of Technology, Topeka, KS, Silver Level, Kansas WorkReady!  
Certification,

2016

OSHA 10, General Industry Certification

May,2007

University of Kansas  
City , State Interior Design  
Bachelor of Fine Arts Interior Design