

KITCHEN/BATH DESIGNER & SALES

Professional Summary

I have experienced most phases of architectural and interior design over my years in the business. I began in commercial design, space planning, specifying, and decorating offices, including reception areas, conference rooms, large and small cubicle spaces using Steelcase, Stow Davis and Westinghouse ASD (aka Knoll).

I have designed medical/dental offices and hospital areas, retail spaces, showrooms, trade show exhibits, salons, restaurants, night clubs, apartment floor plans and complex site plans, etc. In the residential field, I have designed and supervised construction of a number of entire homes and major remodeling projects, including all specifications and the final decorating. I have specialized in all phases of window treatments, from measuring to installation. I have specialized in kitchen/bath and storage design. I am familiar with building codes and have been skillful at trade-specific CAD programs.

I have also done site planning and landscape design. At one point I was involved in site planning and development of an entire subdivision.

Work History

06/1998 to 04/2000

Kitchen/Bath Designer & Sales Company Name – City , State

- Began in client cabinet, countertop & appliance sales, which includes on-site measuring, space-planning design, style & finish selection, ordering and follow-through with installation oversight.
- Consulted with clients to determine architectural preference to meet overall design goals.
- Assisted clients with budget considerations regarding products and materials.
- Successfully resolved complex technical design issues.

04/2000 to 06/2000

Showroom/Home Show Designer Company Name – City , State

Keep showroom vignettes at home office location and showroom locations around the state updated with newest cabinet styles, countertops, appliances and other current materials.

Design and decorate interchangeable exhibit vignettes with latest products and materials to be transported to various home show exhibitions around the state. Help with set up at site of each home show.

The position of Showroom/Home Show Exhibit Designer was created specifically for me by General Manager, however, change in management resulted in elimination of the position and my job.

10/1996 to 08/1997

Assistant Store Manager Company Name – City , State

- Responsibilities Open and close retail store, assist customers making wallpaper or window treatment selections, set and keep in-home measure/selection appointments, place orders, receive orders, arrange and oversee installation appointments, etc.
- Consulted with clients to determine architectural preference to meet overall design goals.
- Assisted clients with budget considerations regarding products and materials.
- Skills Used Business, design & sales skills

This retail store was a newest branch of an old, well established, family owned chain of stores from the east side of the state. The family had recently hired a new, young general manager. He was responsible, apparently, for some poor management decisions, resulting in the parent company going into bankruptcy and all stores being shut down.

06/1991 to 09/1994

Owner/Manager Company Name – City , State

Converted 7500 square feet of commercial space into 24 individual offices of varying sizes, several cubicle spaces, large and small conference rooms, reception area, secretarial work area

and lounge.

Individual offices were rented to independent business persons by the month, cubicles by the day or hour. All phone calls answered by staff and messages taken. Secretarial services available to tenants, as well as outside clients, for an hourly fee. Conference rooms available on a daily or hourly basis. Other business services included hosting meetings or conferences and publishing marketing materials for tenants and outside clients.

Building was sold in 1993 and new owner had other plans for the space and refused to renew the lease. I had moved the business once and paid for build-out of this space. I couldn't afford to move again; decided to close business instead.

Current

Principal Company Name – City , State

- Consulted with clients to determine architectural preference to meet overall design goals.
- Originated and developed creative design concepts.
- Assisted clients with budget considerations regarding products and materials.
- Successfully resolved complex technical design issues.
- Interfaced with architects, contractors, sub-contractors, consultants, fabricators, and regulatory agencies.
- Specified proper products and materials for each project.
- Prepared construction documents and details to implement design concepts.

Established at the time of graduation from design school, I began my independent career, on a full-time basis. When business was slow (due to recession, etc.) I accepted employment with well established firms. I have continued to serve many repeat clients and referrals over the years.

Transitional Vocation

In 1981, before the advent and common use of CAD programs, I had a serious injury to my right (drawing) hand. I was owner of income properties and had been managing income properties for other individual owners. Since I was not going to be able to use my hand again for drawing for some time, I took a position as a manager of a 160 unit apartment project that was only 50% occupied. Within six months, all units were rehabbed, rentable and occupied, and 95-100% occupancy was maintained while I was manager.

In 1983, I was offered a position with another firm as Project Manager during construction and Start-Up Manager of a 360 unit apartment complex. Being involved at the inception, I was able to revise apartment floor plans to made accommodation for the most common objections I heard while marketing existing floor plans. My revised plans were very successful and apartments were filled as fast as they were built, with a long waiting list. Approximately 1/3 of the tenants from the first project I had managed, moved to the new complex, which was extremely gratifying. I continued in this position to the end of construction. During that time, I attended property management courses and earned a Residential Property Management Certificate.

My hand was rehabilitated by this time and I decided it was time to return to my real passion, interior design.

Education

1970

Associate of Arts : architectural/interior design

New York School of Interior Design - City , State

- Architecture and interior design history
- Fine arts history
- Color theory and application
- Light theory and application
- Textiles
- Upholstery
- Window treatments
- Paint, surface textures, wallcoverings
- Interior building materials
- Architectural drawing and perspective rendering
- Business and marketing principles for designers

All courses were taught by professionals in their respective fields with years of practical experience.

1967

Associate of Arts : business principles and skills

Lansing Business University (Davenport Business College) - City , State

- Basic business management principles
- Business law
- Office management
- Accounting/bookkeeping
- Office skills (typing, shorthand, business machines, etc.)
- Business etiquette

Skills

Accounting, advertising, Basic, business law, business writing, computer aided design, Color, com, client, clients, drafting, Edit, email, Interior Design, marketing, Materials, window, rendering, retail, sales skills, sales, shorthand, space-planning, specification, phone, typing