

# Alison Van Hoy

5839 NW Necanicum Way  
Portland, OR 97229  
(503)730-4833  
[alison.vanhoy22@gmail.com](mailto:alison.vanhoy22@gmail.com)

## SUMMARY

**Administrative Assistant/ Office Manager** who excels in fast paced, dynamic work environments. Excellent interpersonal and organizational skills, detail oriented, strong written and verbal communication skills, proficient at all office functions. Project and event coordination experience.

## COMPUTER SKILLS

MS Office, Adobe Acrobat Professional, Quickbooks, Adobe Photoshop, Illustrator, InDesign  
AutoCAD, SoftPlan, SketchUp

## EXPERIENCE

**Timbercraft Homes**, Salem, Oregon  
**Office Manager**

**2008 – 2010**

Had sole responsibility for managing all office management functions for a custom home builder. This included complete responsibility for managing the office on my own, developing/maintaining subcontractor's schedules, performing general clerical duties, and selection and ordering of all interior materials and finishes. Served as main contact for clients throughout the building process.

- Coordinated lot preparation for new 17 lot subdivision and completion of 7 of the homes
- Kept a busy office running smoothly; coordinating up to 25 subcontractors and 20 home inspections per month
- Implemented and organized new paperless office
- Handled inventory and requisitioning of supplies; researched to secure savings on items
- Followed up with Accounts Payable to ensure all invoices paid on time
- Redesigned main company logo. Designed two new logos for separate company LLCs
- Designed and implemented a new website for the company in the first two months of employment
- Developed multiple newspaper and magazine advertisements, as well as several flyers, in order to generate initial interest in a new subdivision
- Received financial bonus for setting up a model subdivision home for a highly successful Tour of Homes, with over 1000 clients visiting
- Integrated new Energy Star guidelines into the building process for all homes

## EDUCATION

**Oregon State University** - Corvallis, Oregon  
**Bachelor of Science in Interior Design**  
**Overall GPA = 3.5**

**2004 - 2008**

- Selected as only Research Assistant by a well-known international professor. Assisted in three month study of the impact of neighborhood environments on the elderly. Transcribed all research studies, analyzed all data, and coordinated research study events.
- Vice President/ Event Coordinator for Alpha Phi Sorority; managed all house events
- Graduated with Honors on time in four years

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## **EXPERIENCE**

**IKEA, Portland, Oregon**  
**Interior Design Intern**

**Summer 2007**

One of six Interior Design students selected to participate in this internship, receiving one full term of credits for this position.

- Sole assistant to lead designer for layout of children's rooms displays
- Successfully created seven high quality showrooms on time for the store Grand Opening
- Designed and staged children and living rooms during the final phase of store design
- Received excellent exposure to the design of retail spaces
- Executed space plans and retail design with general design direction

**Landfair Design Gallery, Portland, Oregon**  
**Interior Design Assistant**

**Summer 2006**

Worked with Interior Designers and clients on design plans, selection of furniture, and design ideas for homes.

- Independently managed store in owner's absence, including opening and closing
- Organized materials and fabrics to assure ready access by Interior Designers
- Received several special "thank you" bonuses for exceeding owner's expectations

**Parade of Homes, Camas, Washington**  
**Color and Design Tour Guide**

**Summer 2006**

Guided public tours through model homes as Interior and home Designers spoke about individual designs.

**Home Depot, Beaverton, Oregon**  
**Kitchen Design Associate**

**Summer 2005**

Responsible for individually giving quotes and selling custom countertops and cabinets to customers. Directly interfaced with customers to assure the recommended products fit their needs.

- Learned all design and technical aspects of a wide variety of products in the Kitchen and Bath industry