

LIANY ARVELO

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SUMMARY OF QUALIFICATIONS

- Skilled in using various computer software for design: AutoCAD, Sketch Up, Adobe Photoshop, and Autodesk Revit.
- Proficient with Mac and Microsoft programs including Word, PowerPoint and Excel.
- Experienced (4 years) at delivering excellent service to clients in a fast-paced environment. Strategies include listening to client needs and solving problems with creative solutions.

WORK EXPERIENCE

JPS Homes LLC- Sanford, Florida

August 2020 - *Present*

Internship

- Assist designer/owner with selecting fabrics and finishes for new construction homes.
- Communicate with subcontractors to determine the cost of projects and tasks.
- Inspect construction sites from start to finish to ensure that the design plan has been met.
- Source products and materials to fulfill staging requirements for clients.
- Compare quotes from companies while always considering staying within the budget.

Soco Interiors - Winter Park, Florida

May 2019 - July 2019

Internship

- Collaborate with designers when selecting fabrics and finishes for residential projects.
- Ordered fabric and finish samples from the trade website.
- Prepared design and specification books for clients to review during presentations meetings.
- Organized the fabric library by vendor and color scheme to maintain the space in order.

Staples - Lake Mary, Florida

October 2017 - *Present*

Print and Marketing Associate & Sales Associate

- Produce 40+ quality print orders daily for clients at their request by addressing their needs.
- Assist customers in designing invitations, posters, flyers, and business cards.
- Trained in Microsoft Word templates, Xerox printer/scanner combinations and HP large format printing plotter.
- Market new ways clients can better target their company by using direct mail flyers.
- Sell protection plans and add-on deals to clients for printers, furniture and electronics.

EDUCATION

Bachelor of Applied Science, Interior Design – Sanford, Florida

January 2020 – *Present*

Associate in Science, Interior Design Technology - Sanford, Florida

August 2017 - December 2019

Seminole State College

- Current GPA 3.7 on a 4.0 scale

PROFESSIONAL AFFILIATION/ AWARDS

- Proficient in speaking Spanish
- Student, Network of Executive Women in Hospitality Present
- Student, International Interior Design Association - Seminole State Present
- Residential Staging Specialist Certification Fall 2019
- President List award with 3.7 GPA - Seminole State Spring 2019