

# McKenna M. Craig

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## EDUCATION

### Northern Arizona University | College of Arts and Letters

Bachelor of Science in Interior Design, CIDA

Cumulative GPA: 3.6

Honors: Dean's List, NAU Merit Tuition Scholarship

Flagstaff, AZ

Aug 2014 – May 2018

## WORK EXPERIENCE

### Ashley P. Design

Scottsdale, AZ

Interior Designer

Aug 2018 – Mar 2020

- Responsible for designing detailed client tile elevations, floor plans, and furniture plans in AutoCAD, including written finish specifications for builder
- Project management, running client meetings, and assisting on site visits/installations
- Maintaining vendor relationships, assisting with fabric/furniture selections, and social media management

Design Assistant

June 2018 – Aug 2018

- Organize client books and material boards
- Assist designers with AutoCAD drawings and material selections
- Assist designers with client meetings and site visits

Design Intern

June 2017 – Sep 2017

- Assist designers with AutoCAD drawings
- Interface with designers at Scottsdale Design Center
- Support design team on large install project in Flagstaff

### The Home Depot

Flagstaff, AZ

Flooring Specialist

Feb 2018 – June 2018

- Drive sales by meeting weekly sales goals in a fast pace environment
- Extensive product knowledge to assist customers with selections
- Process customer orders including credit card transactions and set up appointments

### Aiken Schenk Hawkins & Ricciardi P.C.

Phoenix, AZ

File Administrator

Dec 2014 – Jan 2015

- Assisted on project at law firm to identify and reconcile variances between physical and electronic files per assigned time deadlines

## ACTIVITIES & SKILLS

### Skills

- Proficient in Microsoft Excel, Word and PowerPoint
- Autodesk AutoCAD, Chief Architect, SketchUp (intermediate), competent in Adobe InDesign
- Time management, team collaboration, effective communicator and creative thinking

### Activities

- Participated in fundraising activities to benefit *Girls on the Run* charity
- Team Member on NAU funded sustainability project, "Project Shelter"