



INTERIOR DESIGN

SUMMARY

- Demonstrated ability in customer service for 5+ years
- Outstanding creativity and problem solving skills
- Known for working well independently or with groups/teams
- Established skill in residential design
- Recognized for great organization

EDUCATION

Waukesha County Technical College • May 2015

→ Associates Degree in Interior Design

SKILLS

- Computer skills (AutoCAD, 2020 Design, Sketch Up, Microsoft Word/Excel, etc.)
- Space planning & organization
- Kitchen & bath design
- Problem solving skills & creativity

EXTRACURRICULAR:

- St. Jacobi Congregation Office Design 2016
- NARI Interior Design Competition 2015
- NARI Rummage Sale 2014
- Feed Your Soul Volunteer 2014

EXPERIENCE

Selections Coordinator • May 2016 – Present

UBuildIt Custom Homes & Renovations; Waukesha, WI

- Assist clients on selection days, record selections, collect bids, update database and binders, set up appointments with vendors and contractors for clients, help clients design custom home with architect, create company event invites, maintain sign off checklists, etc.

Interior Design Assistant • March 2016 – Present

Kitchens By Design; Elm Grove, WI

- Assist business owner in creating 2020 Design drawings, space planning new layouts for kitchens, laundry and bathrooms, traveling to clients' homes for measures, etc.

Interior Design Assistant • August 2015 – February 2016

Borth Wilson Plumbing & Remodeling-Brookfield, WI

- Provided notable customer service to both plumbing and remodeling side of company, space planned for new kitchen/bathroom layouts, created drawings for clients using AutoCAD and/or 2020 Design, assisted in answering phones, made follow up calls, produced monthly sales charts, etc.

Showroom Consultant • August 2014 – August 2015

RBC Tile & Stone-Menomonee Falls, WI

- Established strong expertise in customer service, performed library maintenance, executed daily receptionist duties, assisted clients in finding a suitable design, accurately updated computer files and codes, etc.

• PORTFOLIO IS AVAILABLE ON LINKEDIN PROFILE (SEE BELOW FOR WEBSITE) OR UPON REQUEST•

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