

### CONTACT

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# EDUCATION

University of Central Missouri BFA Interior Design August 2016-May 2020 NASAD-CIDA

### SKILLS

Revit

AutoCad

Sketchup

Photoshop

Microsoft Office

Space Planning

**Customer Service** 

Teamwork

Written/Verbal Communication

## WORK EXPERIENCE

INTERNSHIP

Studio Home Interiors

May 2019 - Current

Help customers in the showroom with selections, answering questions about products, and making sales.

Assisited designers with making furniture, lighting, flooring and fabric selections for projects.

Created client binders which included proposals and tear sheets.

Communicated with clients and sales reps.

Responsible for keeping resource library organized and current.

Assisted with social media which included photography and using Canva to create content.

#### DATA ENTRY

Missouri State Board of Nursing

May 2016 - August 2018

Completed data entry and filed paperwork.

Entrusted with NCLEX exam scores and confidential information regarding healthcare professionals.

#### SALES

Winding Road Gifts and Interiors

January 2017 - May 2017

Answered client questions about products and made sales.

Created displays using furniture and accessories.

Opened, closed, and ran the store independently.

Responsible for all money transactions and transporting it to the bank.