Robert Smith

**Design Assistant III**

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# SUMMARY

Able to work effectively both artistically and as a business professional. Passion for interior design and being an integral part of a design team. In addition to interior design itself, my strong points are space planning, color, furniture customization, customer service, building and maintaining client and associate relationships, graphics/computer skills, and office skills.

# SKILLS

Customer Service, Data Entry, Reception, Social Media.

# WORK EXPERIENCE

## Design Assistant III

ABC Corporation ­ October 2013 – June 2015

* Assisted Vice President of Design with schematic design, design development, space planning, detail drawings, specifying furniture, finishes, fixtures and accessories.
* Responsible for furniture, fixture, lighting and accessory re-selections when requested.
* Regularly created and submit purchase orders to Purchasing Manager.
* Designed custom bedding, window treatments, upholstered furniture pieces and case goods.
* Prepared color boards for client presentation.
* Attended client meetings in order to record meeting minutes.
* Attended and supervise project installations.

## Design Assistant

ABC Corporation ­ 2010 – 2013

* Supervised construction, loading, and dressing of the sets.
* Worked extensively with clients, vendors, and talent (through meetings and presentations) throughout the design process.
* Managed costs through competitive purchasing of sets and props.
* Researched design materials to ensure authenticity, to convey a quality image, and to allow economic set fabrication.
* Prepared and presented 2-D & 3-D renderings of the set designs.
* Participated on the team responsible for creating the design and launch of QVCs new studios, 1996-97.
* Created over 200 original scenic designs for the QVC broadcasting network..

# EDUCATION

Bachelor of Arts in Interior Design - 2010(The Art Institute of Las Vegas - Henderson, NV)