

# Robert Smith

## Design Assistant III

Phone (123) 456 78 99

Email: [info@website.com](mailto:info@website.com)

Website : [www.website.com](http://www.website.com)

LinkedIn: [linkedin.com/username](https://www.linkedin.com/username)

Address: 1737 Marshville Road, Alabama

## 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)