

MING SMITHSON

9843 West Fir Street

Palatine, IL 60067

847.555.1212

mingsmithson@gmail.com

www.msmithsondesign.com

OBJECTIVE

Seeking a position in **Interior Design**

EDUCATION

Harper College, Palatine, IL

Expected Graduation May 20xx

Associate in Applied Science: Interior Design

Phi Theta Kappa Member

TECHNICAL SKILLS

CAD Design

Photoshop

Adobe Illustrator

Microsoft Word, PowerPoint and Excel

EXPERIENCE

Careers at Design Within Reach, Chicago, IL

20xx to Present

Sales Associate

- Meet and greet customers and offer them beverages and catalogs
- Develop presentations for customers who want to see how products would look in their space
- Assist with organization of fabric swatch samples by keeping an accurate inventory of swatches on hand and placing timely replenishment orders
- Tag furniture on sales floors to ensure accurate vendor information and pricing
- Expand current knowledge base of designers and products and keep up on latest trends in design industry

La-Z-Boy Furniture Galleria, Oakbrook, IL

20xx to 20xx

Intern

- Assisted Interior Designer in designing and creating comfortable and functional environments that represent the client's lifestyle, taste and budget
- Completed order information, collected deposits and fees and kept orderly customer records
- Participated in professional home consultations to present customized room designs including sample fabrics, furniture and accessory recommendations
- Maintained overall visual appearance and cleanliness of store including floor and showroom displays, tagging of products and cataloging design center fabrics and accessories

ACTIVITIES

Harper College Campus Activities Board

20xx to Present

PROFESSIONAL MEMEBERSHIPS

American Society of Interior Designers (ASID)