

EDUCATION

THE ILLINOIS INSTITUTE OF ART - CHICAGO, IL
BACHELOR OF FINE ARTS IN INTERIOR DESIGN
COUNCIL OF INTERIOR DESIGN ACCREDITED (CIDA)

JUNE 2010

SKILLS

TECHNICAL SKILLS:	AUTOCAD 3D STUDIO MAX	MICROSOFT OFFICE SUITE GOOGLE SKETCHUP	ADOBE ILLUSTRATOR, PHOTOSHOP, INDESIGN
INDUSTRY SKILLS:	HAND DRAFTING PERSPECTIVES RENDERING	SPACE PLANNING PRESENTATION BOARDS	MATERIAL AND FURNITURE SELECTION MODEL BUILDING

PROFESSIONAL EXPERIENCE

A PERFECT TEN
DESIGN CONSULTANT

SOUTHGATE, MI
JUNE 2011 - NOVEMBER 2011

- WORKED WITH SHOP OWNER ON THE NEEDS AND WANTS FOR INTERIOR FACILITY
- CREATED FLOOR PLAN FOR FACILITY
- CONSULTED WITH CONTRACTORS, ELECTRICIANS, AND PLUMBERS RELATING TO PLANS FOR CONSTRUCTION
- MATERIAL AND FINISH SELECTION FOR NEW FACILITY

MICHAEL RICHMAN INTERIORS
INTERN

CHICAGO, IL
JANUARY 2010 - APRIL 2010

- WORKED WITH OWNER ON RESIDENTIAL AND COMMERCIAL PROJECTS
- ORGANIZED AND MAINTAINED MATERIAL LIBRARY; PULLED MATERIALS FOR CLIENTS
- SELECTED CLIENT MATERIALS FROM VARIOUS VENDORS
- CORRECTED RED LINES IN AUTOCAD; PRODUCED SCHEMATIC SPACE PLANS FOR CLIENTS

VIRTUAL EMERGENCY SERVICES (VES)
DATA SPECIALIST

WYANDOTTE, MI
2007 - NOVEMBER 2011

- DEVELOP FLOOR PLANS WITH ADOBE ILLUSTRATOR
- WORK IN TEAMS TO ADDRESS AND ANALYZE PROBLEMS
- INPUT AND RELAY INFORMATION AS NECESSARY
- WORK UNDER PRESSURE TO MEET DEADLINES

SECURITAS SECURITY SOLUTIONS
ADMINISTRATIVE ASSISTANT

DEARBORN, MI
2002 - 2006

- INTERVIEWED POTENTIAL EMPLOYEES
- SUCCESSFULLY MANAGED MULTIPLE TASKS
- MAINTAINED INVENTORY/FILES/INFORMATION

PROFESSIONAL MEMBERSHIPS/PROFESSIONAL DEVELOPMENT

- STUDENT MEMBER OF ASID AND IIDA (2008-2009)
- INVOLVEMENT WITH HABITAT FOR HUMANITY
- MEMBER OF KAPPA OMICRON NU (NATIONAL HONOR SOCIETY)- STUDENT ORGANIZATION AT THE ILLINOIS INSTITUTE OF ART FOR STUDENTS WITH HIGH CUMULATIVE GPAs (2008-2010)