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EDUCATION

Georgia State University, Atlanta
B.F.A. in Interior Design

May 2011

Agnes Scott College, Decatur
B.A. in Studio Art and Religious Studies

May 2004

RELEVANT EXPERIENCE

Design Continuum, Inc. (Hospitality), Buckhead: Design Intern

5/09- 7/09

- Participated in collaboration design of office buildings, colleges, and hospital; coordinating furniture, fabric, and colors, selecting furniture and fabric at all stages of design
- Organized and produced project binders, finish books, FFE specification books
- Layout and execution of material boards for client presentation, both material boards and digital formats
- Used Auto Cad for red-lining new changes, Photoshop for materials boards
- Ability to use camera for documentation, scanning equipment, printers and copiers
- Maintained large materials library, updating and cataloging new materials
- Tracked purchase order forms and multiple business documents
- Established working relationship with reps; ordering samples and requesting information for pricing and size

Interior Design Internship: Beeson-Lyles Interiors, Atlanta

5/02- 8/02

- Designed and executed advertising and marketing materials, kept track of new accounts
- Selected artwork for several projects including doctor's office and lawyer's conference room
- Re-organized and utilized space of entire materials library to allow sample catalogs, and other materials to be easily accessible, maintained small and large materials libraries
- Maintain office, organized and maintain project folders

ADDITIONAL EXPERIENCE

Process and Design

- Compared and coordinated carpet samples for Shaw Contract's design team
- Experience in graphics and branding for both product design and businesses
- Designed, coordinated and setup a walkthrough experience for a fundraiser which raised \$40k

Technology & Business

- Extensive background: Microsoft Office (Word, PowerPoint, Outlook, Excel), Photoshop CS4/CS5, Auto Cad, and Revit with training in Illustrator
- Operated Lotus Approach, Lotus 1, 2, 3; as well as individual internal programs of independent companies
- Managed bookkeeping, organized information into computer files, various experience in data entry
- Completed daily reports which included sale reps goals and store sales goals

Communication

- Operated multi-phone system, handled customer inquiries and daily contact with public
- Conducted meetings with diverse groups, led discussions and worked with people of all backgrounds
- Handled customer service problems and found solutions which satisfied customers

EMPLOYMENT HISTORY

Soma Fit Expert/Associate: Soma Intimates, Smyrna

5/ 11- 2/12

Interior Design Coordinator: Wellspring Fundraiser Gala

10/11- 11/11

Substitute Teacher: Bartow County Schools, Cartersville

9/06- 5/08

Store Clerk: Follett Bookstore, Agnes Scott College, Decatur

10/03-2/04

Office Assistant/Secretary: Agnes Scott College, Decatur

2/01-8/03

Administrative Assistant: Shaw Contract, Cartersville

8/00- 9/00