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# INTERIOR DESIGN ASSISTANT RESUME

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## Objective:

Seeking the position of Interior Design Assistant.

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## Summary of Skills:

- Ability to work in a fast pace environment with urgency and minimal supervision
  - Operational knowledge of Design theory, CAD, Revit, Sketch Up, Max and Photoshop
  - Ability to work on weekends and evening hours to meet project deadlines
  - Ability to move most types of furniture either alone or with assistance
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## Work Experience:

Interior Design Assistant  
Provasi Collection Interiors, Milwaukee, WI  
August 2005 to till date

- Prepared and maintained purchase orders, follow-up with suppliers and track shipments.
- Prepared and created progress and final invoicing to clients.
- Conserved and saved employer's time by maintaining calendars.

Interior Design Assistant  
Bavier Design, Milwaukee, WI  
May 2000 to July 2005

- Participated actively in academic program development.
  - Participated in scholarly, creative and applied works.
  - Selected furniture, accessories, lighting, paint colors and fixtures.
  - Contributed to the sales and marketing process.
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## Education:

Associate Degree in Interior Design  
University of North Texas, Fort Worth, TX

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