


OLIVE CARTHWRIGHT

INTERIOR DESIGNER

CONTACT

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(123) 456-7890 

Denver, CO 

[LinkedIn](#) 

EDUCATION

Bachelor of Arts

Interior Design

University of Colorado,

Denver

2004 - 2008

Denver, CO

LICENSURE

National Council for Interior
Design Qualification (NCIDQ)

SKILLS

Detail-oriented

Sketching

Organization

Teamwork

Communication

CAD

WORK EXPERIENCE

Interior Designer

Fogarty Finger

2014 - current / Denver, CO

- Communicated with contractors, homeowners, builders, and other clients regarding 75+ major and minor projects a year, increasing the company's profits by 2% year over year.
- Managed and tracked client orders, supervised installations, assured quality, and addressed clients' complaints.
- Provided proposals and estimates for projects, and scheduled consultations with prospects, securing 34% of them as clients.
- Reviewed floor plans to ensure compliance with state and federal regulations, and ensured contractors met specifications.

Interior Designer

The Designers Group

2009 - 2014 / Denver, CO

- Organized and updated showroom products, increasing sales by 17% in 2013 and 13% in 2014.
- Prepared quotes and estimates for clients, and recommended various products and services offered by the company.
- Created computer-generated sketches, and coordinated with 4 cross-functional teams to meet clients' demands.
- Coordinated with the senior interior designer and product architect on various client projects, improving communication to finish projects on time 97% of the time.
- Helped improve the company's ratings from 4.2 to 4.5 stars on Yelp within the first year, participating in 14 design projects.

Interior Design Intern

Interior Talent

2008 - 2009 / Denver, CO

- Assisted senior interior designer in planning and implementing 6 projects, and earned 5-star feedback from the design team.
- Demonstrated ability to design projects on AutoCAD, improving customer experience and feedback.
- Created invoices for clients, reviewed their requests, and discussed best design practices to create quality projects.
- Adhered to state and federal regulations in all projects, contributing to the company reducing losses by 7% in 2008.
- Reorganized and updated company resources and client information, following up with prospects to increase sales by 3% in Q 4 of 2008.