

# JANE SAMPLE

1234 University Avenue North

Minneapolis, Minnesota 55418

612-555-1234 ♦ sampleresume@umn.edu

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## OBJECTIVE

To obtain an interior design position utilizing my education and design skills

## RELATED EXPERIENCE

**Holly Hunt, Ltd.** January 2003-present

*Manufacturers' Representative/Textile Sales/Production Manager*

- Representative for over 30 residential and contract fabric/wallcovering lines in multi-line showroom
- Place orders for fabric/wall covering for interior designers, architects and contractors
- Communicate with customers on orders and resolve any problems or concerns
- Organize and manage production schedule for new lines to increase office efficiency
- Coordinate the development of color schemes for designers' projects using design training

**Thomas Eickhoff/Design, Inc.** June 2002-present

*Interior Designer/Design Assistant*

- Assist in fabric finish and product selection for client projects
- Interview clients on their needs and document detailed notes for future reference during projects
- Initiated regular meetings with manufacturers' representatives to acquire comprehensive product information on new lines
- Generate client proposals and account statements using Microsoft Word and Excel

**Shannon McGurran Julee Quarve-Peterson, Inc.** March 2002-June 2002

*Residential Accessibility Intern*

- Modified existing floor plans and reviewed new home plans to meet client needs
- Evaluated and surveyed buildings in a detailed manner to confirm ADA compliance
- Collaborated with colleagues to develop an ADA survey for a multimillion dollar supermarket chain
- Identified appropriate product information for clients with disabilities

## OTHER EXPERIENCE

**University of Minnesota** September 1999-July 2002

*Department of Fisheries and Wildlife Office Assistant*

**National Ag Underwriters,** June 1999-September 1999

*Records Management Clerk*

## EDUCATION

**University of Minnesota-Twin Cities** May 2004

*Bachelor of Science, Interior Design*

- GPA 3.60, Dean's List 3 semesters

**Anoka Ramsey Community College** May 1998

*Associate of Arts Degree*

- Honored with Presidential Scholarship