

Jacqueline P. Jones

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CAREER OBJECTIVE

Residential, Showroom, and Office Interior Design

PROFESSIONAL SUMMARY

- ❑ Over six years experience in family-owned interior design business.
- ❑ Successful in selling a variety of interior design products by establishing good rapport with clients, determining their needs, and making recommendations on products based on competent knowledge.
- ❑ Have established clientele including contractors, businesses, and private individuals.
- ❑ Won Best Decorated Home—Builder's Show 2000.
- ❑ Organized, scheduled, and marketed events and shows for automobiles and RVs.
- ❑ Decorated campers, trailers, and motor homes for trade shows.
- ❑ Redesigned a 30,000 square foot showroom and won Second Place in Display Competition.

PROFESSIONAL SKILLS

- ❑ Expertise in coordinating wall paper, window treatments, floor coverings, tile, accessories, and overall design.
- ❑ Highly motivated, resourceful, and can get the job done.
- ❑ Excellent customer service and public relations.
- ❑ Prompt, reliable, dependable, and willing to learn.
- ❑ General office skills including answering multi-line telephone system, copy and facsimile machines, and various office machines.
- ❑ Computer literate—experience in Word, Excel, DesignCad, AutoCad, Illustrator, Quark, PhotoShop, Visio, Internet, and Email.

WORK EXPERIENCE

INTERIORS BY DESIGN, Idaho Falls, Idaho. May 1997–Present (Part-time).

Family-owned business.

Designer Trainee. 2001–Present. Produce floor plans and designs for homes, offices, and commercial space. Work with clients to determine color schemes, lighting, window treatments, accessories, and wall paper and overall design.

Salesperson. 1998–2001. Sold a variety of wall paper, carpet, linoleum, furniture, and accessories. Made office visits and in-home visits to assess customer needs. Placed orders and tracked sales.

Inventory Stocker/Receptionist/Cashier. 1997–1998. Answered multi-line phone system, directed calls, balanced cash drawer, and made bank deposits. Regrouped and organized wall paper and accessories to make easier to locate.

EDUCATION

Idaho State University, Pocatello, Idaho. Will graduate June 2004.

Pursuing *Bachelor of Arts Degree in Interior Design*.

Skyline High School, Idaho Falls, Idaho. Graduated May 1999.