Interior Architecture & Design Resume

LD

***Laurilyn Davis***

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***Profile***

* Interior Designer with 2 years of freelancing experience
* Completed a 3-month interior design internship gaining experience in communicating and presenting design solutions
* Collaborated with a project management team on all stages of design from product inception and development to production
* Created 10 compelling interiors for commercial and residential projects
* Finished all projects according to specified time and budget

***Links***

* myportfolio.portfolio.com

***Experience***

**Interior Design Intern** | ABC Interior Design Firm, Greer, SC Jan. 2023-Mar. 2023

* Locate fabrics, finishes, lighting, equipment, and furniture for large upscale residential projects
* Create professional presentations using [Software] to creatively communicate design intent and direction
* Provide detailed assistance in selecting furnishings and finishes for custom residential and model suites
* Assist designers with client relationships by providing design solutions that meet needs and budgets without compromising quality or design intent
* Exceeding goals through effective task prioritization and great work ethic

***Education***

***BFA Interior Architecture & Design***

Bob Jones University, Greenville, SC

May 2024

* GPA: 3.5

***Skills***

* Color Theory
* Lighting Usage
* Concept Presentation
* Adobe Suite
* Revit
* Structural Design
* Live Home 3D

**Design Projects** | Bob Jones University, Greenville, SC 2020-2022

* Write a bullet point about a project you did that relates to the job
* Write another bullet point about another project
* Write another bullet point about another project

**Cashier** | Target, Indianapolis, IN Summers 2020-2021

* Balanced cash drawer in excess of $1,500 daily with 100% accuracy
* Maintained clear and direct communication with both coworkers and customers
* Demonstrated problem-solving ability when resolving customer complaints

***Activities & Associations***

* President – Nu Alpha Phi Greek Organization (2 semesters)
* Member – University Art & Design Association
* Local Church – Nursery, choir, usher (2 years)

**Contact Info**

* Name should stand out
* Include:
  + City, state, zip code (can include street address if you want to)
  + Phone number
  + Email
  + Can also include:
    - LinkedIn URL
    - Professional Website (if you have one)

**Profile**

* Overview of qualifications & themes in the body of the resume
* Include items such as:
  + Foreign language proficiencies
  + Computer proficiencies
  + Customer Service
  + Communication, problem solving, teamwork, leadership, work ethic
* Reference the qualifications/requirements section of the job description

**Education**

* College degree (and beyond) no high school (B.S., B.A., A.S., A.A., etc.)
* Major
* University Name, City & State
* GPA – if at or above 3.0
* Anticipated graduation month & year
* Concentration or Minor
* Relevant coursework – if you don’t have much related experience

**Experience**

* Job title
* Company Name, City & State
* Date range of employment
* Bullet-points describing accomplishments
  + Do not use personal pronouns (I, me, we, my, etc.)
  + Use strong action verbs to describe
  + Quantify if possible
  + Use keywords from job description of desired position
  + Include development of career competencies (problem solving, communication, teamwork, leadership, work ethic, global and intercultural fluency, technology, self-awareness)

**Extras**

* Associations – Officer positions, memberships
* Certifications – CPR, Excel
* Volunteer/Community Service – GoGreenville, Washington Center Days, etc.
* Local Church – music, teaching, etc.

***Contact us with questions or for resume review!***

[careers@bju.edu](mailto:careers@bju.edu)

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