

Molly M. Mae

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Objective: To secure an internship in a residential interior design firm that is growth-oriented and customer-focused which allows me to use my skills to assist the firm and learn new ones to expand my knowledge.

Education

State University Columbia, MO

Bachelor of Fine Arts in Interior Design, Minor in Journalism

- Cumulative GPA: 3.8/4.0 scale
- Dean's List: 2010 and 2011
- Anticipated Graduation Date: May 2012
- Financed 80 percent of my education through part-time and summer employment

Related Work Experience

Final Touch Designs Nixa, MO/Columbia, MO

Customer Relations/Product Assistant Nov. 2010–Present

- Assisted designers with projects for residential remodels and new builds
- Attended markets with designers and assisted with buying and writing orders
- Sourced fabrics and furnishings as directed by designers
- Provided specialized customer service to long-standing customers

Sally Beauty Supply Columbia, MO

Sales Associate July 2010–Nov. 2010

- Merchandised displays for upcoming promotions and sales
- Changed over inventory placement for monthly store sales and promotions
- Executed daily opening and closing duties, including the POS system and daily deposits
- Executed various transactions such as returns, exchanges, and sales
- Surpassed monthly sales goals

Abercrombie & Fitch Columbia, MO

Sales Associate Aug. 2009–Dec. 2009

- Provided excellent customer service in locating apparel and accessories, and in maintaining dressing room areas
- Merchandised visual in-store and window displays according to company requirements
- Completed sales transactions, returns, and exchanges

Activities/Volunteer Work

- European Study Tour in Interior Design (England, Belgium, France), Summer 2011
- Association of Interior Design member, 2009 to 2011
- Volunteer Committee Chair for Remodel of Residential Facilities at Family Violence Center, 2010
- Recipient of the American Society of Interior Designers Academic Scholarship, 2011

Special Skills

- Proficient in Microsoft Office applications including Word, Excel, and PowerPoint; Photoshop; Kaledo; and AutoCAD

- Knowledge of both Mac OS and Microsoft platforms