



Valerie Voss

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SUMMARY

Seeking a career in the Interior Design industry that will further my knowledge and experience in the field.

EXPERIENCE

Assistant/Intern, Pretty Smart

Long Beach, CA — April 2014-Present

- Assisted on a kitchen design for an episode of HGTV House Hunters Renovation
- Select finishes and accessories for clients
- Utilize AutoCad to create floor plans, elevations and sheets for clients
- Develop floor plans in Sketchup for visual presentations

Server/Cashier, Nordstrom Cafe

Cerritos, CA — May 2012-Present

- Utilize multi tasking skills to efficiently serve guests
- Create a friendly environment for guests with friendly personality
- Assist other servers to make sure everyone is getting the best service
- Full hands in and full hands out to use time wisely during shift

Intern, Kelly Sutton Design

Marina Del Ray, CA — Aug 2013-Dec 2013

- Assisted in the Greystone Mansion Showcase
- Selected finishes, furniture and accessories for clients
- Created floorplans and elevations in autocad
- Inquire about products and services from our reps

Customer Service, Verizon Wireless

Fresno, CA — Nov 2010-March 2012

- Restocked accessories and inventory during and after store hours
- Lead classes about new technology and devices
- Helped customers with billing issues and other inquiries
- Part of visual merchandise team

Pro Shop Assistant, Copper River Country Club

Fresno, CA — Jan 2008-Oct 2010

- Checked members in and assigned courts
- Picked up tennis balls and cleaned courts after use
- Served drinks and hosted member's events

EDUCATION

Fresno City College

Associates Degree — 2005-2008

Long Beach City College

Green Certificate — 2013

Interior Design Certificate — 2012-Present

SKILLS

- Customer Service experience
- Microsoft Office
- AutoCad
- Sketchup
- Adobe Suite
- Color Theory
- FF&E
- Space Planning

REFERENCES

Available upon request.