
SONYA J. KELLEY

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OBJECTIVE

To further my interior design experience by expanding into the commercial field; utilizing the skills I have developed in design, client relations, and project management.

EXPERIENCE

Design Consultant

Luxury Partners Retail, Inc. A retail design center in Houston, Texas
October 2006 to the present.

Top writer in state for 2007 and 2008.

Achieved 1.5 million dollars in sales in two years.

Provide design solutions, direction, and color concepts.

Select fabrics, finishes, furniture, and equipment.

Create furniture layouts, custom window treatments, paint schedules, elevations, and renderings.

Assemble and conduct client presentations.

Assist and supervise in installation of furnishings.

Develop budget.

Design Assistant and Project Manager

Global Design. A residential interior design firm in Houston, Texas
November 2005 to June 2006.

Designed custom-made furniture, window treatments, metal furnishings, and built-in cabinetry.

Constructed floor, lighting, and electrical plans.

Prepared specification sheets and details.

Finalized and expedited purchase orders, quotes, and invoices.

Composed work contracts and punch-lists for contractors, sub-contractors, and vendors.

Devised project goal and budget.

Other Employment

Service Supervisor for Publix

Houston & Dallas, Texas

May 1998 to September 2006.

Managed front-end service clerks.

Resolved all customer service related issues.

EDUCATION

Bachelor's Degree of Fine Arts in Interior Design.

City College of Design. Dallas, Texas. May 2006. Graduated with Honors.

PROFESSIONAL MEMBERSHIP

American Society of Interior Designers.

Alpha Gamma Delta Presidential Council.

RELATED SKILLS

Technical: AutoCAD. 3D AutoCAD. Adobe Photoshop. Studio Designer. Microsoft Office Suite.

Manual: Pencil, marker, and watercolor rendering.

References Available Upon Request