**Richard Anderson**

1234, West 67 Street

Carlisle, MA 01741

(123)-456 7890

**Objective:** In search of responsible and challenging position of interior design.

**Skills:**

* Excellent creativity in designing
* Good communication and writing skills
* Proficient with basic computer literate such as Microsoft Word, Microsoft Excel, Power point, Internet etc
* Excellent ability to build the designs that will complete the needs of clients
* Able to sketch detailed drawing on computer

**Other Skills:** AutoCAD and AutoCAD Lite

**Previous Work Experience:**

**Lawrence Lowfern Associates, Nashville**

**Worked as Junior Interior Designer**

* Responsible for managing primary inventory work, made drafting of space plans, responsible for site measurement, elevations etc.
* Done all finishing and choosing of presentation boards, specification writing, budget and other work
* Responsible for planning budgets and making approximation
* Done other duties related to interior designing

**New Image Designs**

**Worked as Designer**

* Designed various designs for bars and clubs in higher areas
* Elements used for designing was included carpets, bar stools, rugs, curtains, coaches and other various decorative elements
* Managed all the completion of contracts in timely manner

**Background of Education:**

Bachelor's degree of Fine Arts in Interior Designing