

# Sophie Kuceli

## PROFILE

A creative & professional person who thrives on challenging learning environments. I can adapt quickly to any new task and will take the initiative to solve problems and find solutions to create a smoother workflow. I work proficiently as a team player but can be left to work autonomously. I work well in fast paced environments with demanding deadlines.



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MELBOURNE, AU

## CAREER OBJECTIVES

SEEKING AN OPPORTUNITY TO UTILISE AND ADVANCE MY CREATIVITY + DESIGN SKILLS. PROMOTING AND MAINTAINING THE HIGHEST LEVEL OF PROFESSIONALISM WITHIN A POSITION.

## EDUCATION



### DIPLOMA IN INTERIOR DESIGN + DECORATING

CATC DESIGN SCHOOL / COMPLETED 2016

### DIPLOMA IN EVENT MANAGEMENT + PR

FITZWILLIAM INSTITUTE GROUP / COMPLETED 2013

## EXPERIENCE

### Product Support

Stylecraft // 2017 - Current

*Assist in planning, development of new product launches*

*Selection of home accessories for the retail showroom*

*Assist in management of showroom styling & visual merchandise*

*Management of internal ERP and sample management*

*Assist in floorplans and documentation, placement of products for individual showrooms*

*Maintaining strong relationships with overseas and local suppliers*

*Product administration duties*

*Coordination of furniture samples*

### Interior Stylist

Sourced Interiors // 2017 – Current

*Interior Design + Styling*

*Product styling*

*Furniture sourcing for clients*

*Maintaining website with new stock, pricing, images & product specifications*

*Management of all ecommerce + inventory management*

*Social media management*

### Administration Manager

Hayball Architects // 2016 – 2017

*Day to day management and development of two staff*

*Developing and maintaining office procedure documentation*

*Coordination of all flight, travel arrangements for staff*

*Management of Interior supplier presentations*

*Coordination of events throughout the year, in-house + external*

## SKILLS

CS Photoshop



Microsoft Office



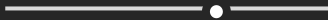
Mac and PC



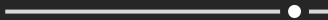
Autocad



Indesign



Your Skill



## EXPERIENCE

(continued)

### Practice Administrator

Archipelago // 2015 - 2016

*Diary management / coordinating meetings*

*Coordinating travel arrangements for directors*

*Execution of documentation for design, delivery + project proposal*

*Rendering images in photoshop*

*Management of interiors library, sourcing products, materials.*

*Ad hoc administration support*

*Coordinate and manage public relations activities, including client functions or other activities as required*

*Coordinate regular updates of local marketing news, plans, and project tracking*

*Assist with the development of office style guides and templates*



### Public Training Coordinator

Maintenance Experts // 2010 - 2014

*Coordinated all Public Training course events*

*Organisation of corporate events*

*Facilitated communication including venue management, caterers, equipment rentals to ensure efficient running of event*

*Distribution of marketing material*

*Coordination of all travel arrangements internal and external*

*Prospect possible customers interested in booking clients.*

## REFERENCES

*References available upon request.*