

**Danielle Khoury**

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Cafe Culture + Insitu  
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**RE: Application for Part-time Sales Consultant**

To whom this may concern,

As a highly motivated and passionate interior designer and salesperson with great communication and interpersonal skills, I would love to grow and expand my experience within the design and retail industry. I have a strong passion and eye for design and styling. I would love to have the opportunity to work for Cafe Culture + Insitu to use and enhance my skills and knowledge in both sales and design.

I have achieved a Bachelor of Interior Design (Residential and Commercial) at Billy Blue College of Design in Sydney, and have also worked as a junior interior designer and completed several internships. Through my years of studying design, I have gained a love and interest in interior styling, designing, spatial planning and documentation. I enjoy the fun and rewarding challenges which come from this industry, as I am able to continuously learn and grow.

Constant group and individual projects I am faced with at work have given me experiences which have allowed me to develop strong time management and organisational skills, which I see as being very important when seeking to work in Casual/Part time employment.

Personal attributes that I believe make me suitable for this position includes:

- **Motivation:** I am inspired by the latest trends and I always feel highly motivated to bring out the best in every task I deal with where I strive to deliver the best possible outcome.
- **Initiative:** Working at Sheridan/David Jones as a retail sales person, involves me to manage the store independently. In order to run the store efficiently I stay focused and problem solve issues strategically and completing tasks is vital, especially when managing the store alone. Whilst working for Dovetail Design Group I was required to work independently using design programs, sending out emails and organising/carrying out various tasks.
- **Communication:** While working in retail and in previous jobs/internships I have developed strong communication skills as it is essential to co-operate with one another. I believe engaging with customers to give exceptional service and communicating with team members in store is essential for establishing a strong business.

I really enjoy working with other people and believe that my communication skills will ensure customer satisfaction and the expectations of working in this industry.

My resume is attached, which provide all the details you need to contact me at any time. I hope to get the opportunity to demonstrate my capabilities to you in person.

Thanking you in advance for your time,

Danielle Khoury

# DANIELLE KHOURY

Salesperson & Interior Designer

0414 201 782

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## EXPERIENCE

2017 - Current

### Retail Salesperson *(current)* *Sheridan, David Jones*

Advised customers on company products and interior design ideas (i.e. colour scheming, bedding/linen and merchandise layout), and responded to their enquiries (phone and in-store) which resulted in securing sales and positive feedback from customers (via phone and in-store). Valuable product knowledge also enabled me to provide excellent customer service.

Effectively managed the store and generally worked independently. Task performance and duties done to a high standard; including visual merchandising, tidying, restocking, point of sales cashier, and providing exceptional customer service.

Acknowledging every person who walks into the store, greeting them. Making sure each and every customer has a positive experience, giving advice and ensuring they know about the latest promotions and deals on products were effectively expressed to maintain a high standard of service.

2018 (8 Months)

### Junior Interior Designer *Dovetail Design Group*

As a junior interior designer I have gained valuable experience and grown in this field. I have grasped a proper understanding of how a retail design firm operates, and have developed and obtained new skills through the experience of learning new programs that the firm used. I was involved in being briefed on various projects and participating in the completion of the final project. These projects involved the construction of retail projects.

Tasks involved:

- Construction and documentation drawings, dimensioning and annotating using the program vectorworks (including the modification & mark up of previous and ongoing documentation drawings)
- 3D modelling/renders for views.
- sourcing and ordering appropriate samples, including finishes, flooring, paint swatches and etc.
- Aided with indesign presentation moodboards & conceptual planning - with particular concentration in draft floorplans.
- Using adobe illustrator to edit and modify 3d visualisations, elevations, sections & plans.
- Creating & designing graphic/signage concepts which would be displayed on lightboxes and displayed on surfaces within a retail environment.
- Attended site visits, which included a range of duties including measuring up areas & taking photos for early stages of new client projects.

## PROFILE

I have completed a Bachelor of Interior Design (Residential & Commercial) at Billy Blue College of Design. I love the idea of utilising ordinary spaces and turning them into lovely areas through the use of clever spatial planning, colours, patterns textures & furnishings. I have gained various skills throughout different roles and my years at college and would love to express my knowledge whilst continuing to develop new skills.

Current Availability: Wednesday - Sunday

## SKILLS

- Strong Communication Skills
- Friendly and engaging personality
- Eye for detail and design
- Excellent time management skills and organisation skills
- Ability to work within a team or independently
- 3D Rendering, Plan Drawing and Documentation, FF&E Scheduling, Materiality/ Mood Board and Concept Design.

**Technical Proficiency:** Revit, AutoCAD, Vectorworks, Microsoft Outlook, Adobe Photoshop, Microsoft Office, Microsoft Powerpoint, Microsoft Excel Adobe InDesign & Illustrator

## EDUCATION

CATC Design School (2013)

Diploma of Interior Design & Decoration

Billy Blue College Of Design (2016 / 2017)

Bachelor of Interior Design (Residential)

Bachelor of Interior Design (Commercial)

## REFERENCES

Lili Simao  
Manager  
Sheridan, David Jones  
P: 0420 237 779

kay Nelson  
Senior Co Director  
Dovetail Design Group  
E: kay@dovetaildesign.com.au  
P: 0437 014 752

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Salesperson & Interior Designer

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## EXPERIENCE

2017 (12 weeks)

### **Student Intern**

*Tina & Louise Interiors*

The internship with Tina & Louise Interiors gave me an insight into the interior design business/environment as I learnt of all the different tasks that need to be undertaken to ensure a completed final concept and design.

Duties included:

- Furniture scheduling using Microsoft Excel to create FF&E schedules.
- Construction drawings/documentation drawings using AutoCAD & Revit.
- 3D Renders/visualisation for clients.
- Creating concept boards/mood boards - which included fabric, furniture, paint, wallpaper finishes and lighting fixtures.
- Helped to select and source fabrics and swatches.
- Used Photoshop to add final touches to 3D Renders as well as to showcase concept and ideas to clients.
- Kept fabrics tidy and organised (According to colour pattern and texture) in boxes - colour co-ordinate.

2016 (5 Months)

### **Student Intern**

*Bauer Media, House & Garden Magazine*

Internship involved assisting the Editorial coordinator with tasks that need to be carried out to ensure the business runs efficiently and magazines are ready by the dead line.

Duties included:

- Help source furniture and home ware pieces online for potential use to be featured in the magazine.
- Monitor and send emails
- Report and document receipt expenses
- Help file and organise important documents and papers.
- Mail out magazines to clients.
- Reply to emails and send PDF's through to fulfil client requests.
- Organise and tidy up the office.
- Meet and assist in interviews with clients for the magazine.
- Unpacking and assisting with the layout of tiles and furniture/home wares that would be potentially photographed and featured in the house & Garden magazine.

2016

### **1st Place Live Brief Design Competition**

*Wenona Boarding House / Billy Blue College of Design*

This was a real life project competition for Wenona boarding house located in North Sydney. It consisted of the re-designing and refurbishing of several rooms including the entry way, seating area, office, hallway and the girls' dormitory rooms. The Client wished to update various areas and create a "teenage girl's heaven".

Tasks for this project included:

- Analysing the existing floor plans given from the school and re-designing the spaces to be more pleasing and appropriate for young girls to live in.
- Coming up with a concept and an idea which led to the use of the computer program, Revit, to bring our ideas to life by creating 3D renders of the proposed rooms, floor plans and elevations.
- Presenting and explaining our proposed designs to participating members of the live brief and the involved teachers.