

## Objective

I am enthusiastic and eager to secure a Sales and Design Consultant role where I can showcase my extensive skills and experience. With a background in Interior Design, I possess the ability to respond to new challenges and to think critically. I am also hardworking, honest, friendly, and punctual and able to work well as part of a team or independently to ensure tasks are completed in a timely and efficient manner.

## Experience

**August 2017 – June 2021**

**Harbour Outdoor 1976**

### **Design and Sales Consultant**

#### Duties

- Consult to retail and trade clients
- Enter confirmed orders and process deposit and balance payments
- Track all current orders to ensure goods have been ordered and will be delivered in the lead time communicated to the client
- Maintain regular contact with the client to update on any order arrival time changes and advise the anticipated delivery date of the order
- Review with customer order(s) to deliver weekly reports and ensure order notes remain current
- Communicate any specific delivery requirements or updates that have been discussed with the client to the warehouse
- Keep continuous record of sales leads and report these weekly at the team meetings
- Ensure trade clients are kept up to date on Space products and events and continue to develop the working relationship with them
- Enter and maintain client information on the sales system (GP) and other relevant databases
- Ensure my work area was kept clean at all times
- Maintain the surrounding area of the showroom, ensuring all items are kept in a clean and presentable manner.

**April 2016 – April 2017**

**Space Furniture: Kartell**

### **Sales and Design Consultant**

Duties performed similar to Harbour Outdoor 1976

## July 2015 – Dec 2020

## Fusion Cruises

### Cruise Director / Floor & Bar Staff

#### Duties

- Open and set up dining area for restaurant and functions
- Manage Cash flow
- Greet and seat guests
- Prepare and serve drinks to guests
- Promote and up-sell/certain foods and beverage items
- Clear, clean, position and reset tables • Order stock for following days • Close, clean and cash up.

## Mar – Apr 2015; Nov – Dec 2014; March – May 2014

## Haigh's Chocolates, Adelaide

### Retail Assistant / Stock Runner (Casual)

#### Duties

- Serving customers
- Stock filling and rotation
- Helping customers with general enquiries
- Cleaning.

## October 2008 – April 2015

## Alls Transportation, Adelaide

### Furniture Removalist Duties

- Transport customers belongings from one destination to another in a safe manner
- Road navigation
- Lifting furniture correctly
- Storing furniture safely to prevent damage
- Liaising with customers and solving complaints
- Cleaning the truck and keeping it tidy for the next customer.

## Education

**2016**

CATC Design School, Torrens University

**Commercial Design**

**Interior Built Environment**

**Design Process III**

**Professional Practice**

**CAD Models and Documentation**

**Design Process II**

**Construction and CAD**

**Furniture and Architectural Styles**

**Materials and Finishes**

**Colour and Lighting**

**Graphic Communication**

**Design Process 1**

**Product Knowledge**

**Residential Decoration**

**Design Drawings**

**2015**

CATC Design School, Torrens University

**RSA Competency Card**

**2014**

NSW Office of Liquor, Gaming Racing

CHP School of Hospitality SITHGAM201

**Provide Responsible Gaming Service**

## References

Referees will be provided on request.