

faron drayton

INTERIOR DESIGNER

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summary

After a 15-year career in Admin, studying at Sydney Design School was the best decision for my future. Thrived off the fast-track course to ready myself for my next career in Interior Design.

Naturally organised, efficient and motivated professional with multiple transferable skills. I loved all areas of Interior Design, however my passion lies mostly in commercial design and pushing creative boundaries.

education

Diploma of Interior Design

Sydney Design School, North Sydney

Graduated 2024

AWARD: Highly Commended

The Mini MBA for Senior & Executive Assistants

Your Excellency Limited, VILT

Graduated 2022

Project Management Essentials for Executive Assistants

EA How To, Online

Completed 2022

Certificate IV in Accounting

Hornsby TAFE, Hornsby

Graduated 2012

technical skills

| | |
|-----------------|---|
| Adobe InDesign | Adobe Pro |
| Adobe Photoshop | Office 365 |
| AutoCAD | (Word, PowerPoint, Excel, Project, OneDrive, OneNote, SharePoint, Forms, To Do) |
| SketchUp | monday.com |
| Revit | |
| Enscape | |
| TwinMotion | |
| Procreate | |

work experience

Freelance // Greater Sydney Area • Jul. 2024 – Present

Freelance Interior Designer [part-time]

Offering my services to assist clients with drawings and designs for their projects. Utilising Interior Design softwares to help clients bring their visions to life.

InvoCare // North Sydney & North Ryde • Feb. 2018 – Present

Project Administrator [part-time] • Jul. 2023 – Present

Executive Assistant • Jul. 2020 – Jul. 2023

Corporate Assistant • Feb. 2018 – Jul. 2020

OVO Mobile // Millers Point • Aug. 2017 – Jan. 2018

Administration Assistant [Contract]

ING Australia // Sydney CBD • May 2014 – Jul. 2017

Operations Officer – Enquiry Processing Team • Jun. 2016 – Jul. 2017

Customer Care Specialist & Team Senior – Customer Lounge • May 2014 – Jun. 2016

Bentleys Corporate Recovery // Sydney CBD • Apr. 2013 – Apr. 2014

Corporate Receptionist / Team Assistant

Kmart Australia // Chatswood Chase Sydney • Jul. 2009 – Apr. 2013

Administration Clerk

transferable skills

| | | |
|------------------------------|--|----------------------|
| Meticulous | Fast learner and passion for development | Project management |
| Naturally highly organised | Proactive with innovation | Collaboration |
| Tech savvy | Strategic planning | Working autonomously |
| Business process improvement | Problem solving | Time management |
| | | Customer Service |