

KELIAH D. SMITH

OBJECTIVE

A challenging internal position within Hallmark that will utilize my skill set to assist in furthering the goals of the company.

SUMMARY OF QUALIFICATIONS

- Broad-based knowledge from over five years of collegiate experience in architectural and interior design including space planning, product knowledge, specification and drafting techniques.
- Exceptional organizational, interpersonal and client service skills.
- Presentation of a positive and professional image.
- Ability to meet deadlines and work well under pressure, both independently as well as in a collaborative team effort.

EDUCATION

Housing and Interior Design, Bachelor of Science
Missouri State University, **Springfield, MO**

Graduated: May 2010

Interior Design, Associate of Applied Science
Johnson County Community College, **Overland Park, KS**

Graduated: December 2008

RELEVANT EXPERIENCE

Order Management Specialist, temporary, Hallmark Cards
February 2015 – present

- Serves in the capacity of product and fixture order writing, processing, documenting and coordinating orders for Hallmark accounts to improve accuracy and ensure precise execution.
- Analyzes updates and corrects incoming merchandising floor plans and provides fixture and product order writing.
- Manages integrity of hallmark store floor plan database through PC updates.
- Serves as primary communication link for all levels of field sales personnel, installation managers, chain retail managers, credit department, distribution centers and the OMS division.

Floor Planner Specialist (Contract), Hallmark Cards (Aerotek)
August 2014- October 2014
May 2013 – December 2013

- Performs analysis of incoming floor plans for accuracy and alignment with fixture and product guidelines for various chains.
- Creates new floor plans and edits existing floor plans to provide updated, current files for field personnel.

Skills

- ❖ Microsoft Office Suite 2010
- ❖ Autodesk Revit 2012
- ❖ AutoCAD 2012
- ❖ Adobe Photoshop CS4
- ❖ Sketch-Up
- ❖ MS Office 2015
- ❖ Twilight Render

Leadership & Community

- ❖ American Society of Interior Designers, Allied Member, 2014
Student Member 2008-2010
- ❖ 'Christmas Tablescape', KCH&G Magazine, JCYM, December 2011
- ❖ 'Blue Stems' Botanical Gardens Event, KCH&G Magazine, July 2011
- ❖ Habitat for Humanity, Build Volunteer, Spring 2011
- ❖ Leader, Interior Design Department Renovation, MSU, Spring 2010
- ❖ Dean's List, Missouri State, Fall 2009

Visual Merchandiser/ Associate Sales Manager, Z Gallerie Inc.
May 2011- November 2012

- Execute, create and maintain visual presentations within the store (of 10,000 sq ft).
- Stimulate sales activity through merchandising and the necessary movement of shelving, fixtures, lighting, furniture, accessories and signage.
- Maintain cleanliness and functionality of fixtures, signs, lights and equipment.
- Ensure the image and style of Z Gallerie is projected at all times.
- Manage staff with daily tasking and sales development.
- Multi-tasks in the daily routine of opening and closing store, balancing registers, running sales reports and communicating sales goals and reports with management team and staff.
- Creates environments that reflect positivity and motivation for customers as well as staff.
- Exceeds sales goal by providing superior customer service, applying interior design knowledge and background to finding customer solutions and developing repeat clientele through customer rapport.

Order Writer Specialist (Contract), Hallmark Cards (Aerotek)
July 2010 – November 2010
Kansas City, MO

- Served in the capacity of product and fixture order writing, processing, documenting and coordinating orders for Hallmark accounts to improve accuracy and ensure precise execution.
- Analyzed merchandising floor plans and provided fixture and product order writing.
- Managed integrity of mass drugstore chain floor plan database through PC updates.
- Served as primary communication link for all levels of field sales personnel, installation managers, chain retail managers, credit department, distribution centers and the OMS division.

Intern, Buxton-Kubik-Dodd, Inc.
February 2010- May 2010
Springfield, MO

- Assisted closely on the design development of project 'Tonic', a wine and tapas bar, with finishes and furniture selection.
- Created finish binders for commercial design projects: Marlin, Vision Clinic, Mount Grove Duplex and One Springfield Place.
- Familiarized myself with residential and commercial brands in surfaces, tile, flooring, wall coverings, fabric and furniture to increase productivity.
- Re-organized resource library for easier and faster findings to produce work more efficiently.
- Successfully produced AutoCAD drawing of floor plan for sorority house.
- Multi-tasked office priorities while assisting designers' and architects on commercial projects.

Sales Associate, Home Decorators Collection
November 2007 – July 2009
Overland Park, KS

- Provided superior customer service which resulted in repeat customers for the store.
- Assisted visual managers' in designing floor and window displays to help increase sales.
- Contributed visual display ideas that helped increase level of sales and customers.
- Assisted customers' in furniture selection and product purchases.
- Developed customer relationships through assisting with furniture selections and design solutions

❖ Interior Design Student Association, JCCC, Fall 2008

❖ Kansas City Home & Gardens, "Home of the Year", Student Judge, JCCC, Spring 2008

