

CAROLE ST. CLAIRE

987 TRANSVERSE ROAD • GARDEN CITY, NEW YORK 12830

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SUMMARY

Aspiring professional in interior design seeking a position that can utilize knowledge and skills • Strong academic and on-the-job training • Solid entry-level experience in the selection of furnishings, color, textures, and accessories • Compelling negotiator with excellent communication skills; familiar with Italian • Recognized inherent as well as trained sense of empathy in understanding and dealing with the needs and desires of people of diverse cultures and backgrounds • Practiced computer literacy using MS Office Suite • Detailed oriented perfectionist and proven energetic team leader with an established record of multi-task proficiency, creativity, resourcefulness, organizational command, and problem-solving know-how

EXPERIENCE

Intern

February 2007 to present

VICTORIA HAGAN INTERIORS • NEW YORK, NY

Perform a number of administrative as well as support functions at this distinguished firm that specializes in interior design of upscale residential homes. Assist nine senior and junior designers in various functions. Regularly contact vendors to obtain fabric samples for designers and clients, maintaining a log and following up orders for many items. Inspect color matches upon delivery. Perform research on furniture, carpet, and accessories. Frequently visit the Decorative Design Building in New York, seeking fabrics and carpets that designers can present to clients. Photograph furniture in showrooms of antique shops for review by clients. Maintain a library of samples of fabrics, carpet, wood and flooring, as well as lighting fixtures. Organize visits by vendors to present products. Work with floor plans, determining lighting and other fixtures in bathrooms, kitchens, and bedrooms. Shop the Internet for special fixtures, working closely with designer on the final choice. Conduct extensive phone contact to determine and negotiate price when choices are made. Orchestrate the return of unused merchandise after installations, ensuring proper credit.

- *Accomplishment:* Was commended for an important role in two complete installations on Long Island that included unwrapping and setting up homes. Helped designers in choosing and arranging furniture, bedding, kitchen utensils and layout, as well as lighting fixtures. Shopped for antiques, wallpaper, bedding, towelings, and toilet articles.

Interior Decorating Consultant

2003 to 2006

CB INTERIOR DESIGN • GARDEN CITY, NY

Met with clients and consulted on all aspects of selection, purchasing, and placement of furniture and accessories, color and texture, in private homes. Obtained new clients through word-of-mouth referrals from satisfied customers.

Administrative Assistant

1994 to 1998

PEPSICO • PURCHASE, NY

Provided administrative and secretarial support to a director and four managers. Arranged executive meeting and travel arrangements. Administered travel expense reports. Monitored the department budget on an MS Excel spreadsheet. Performed special projects on MS Excel and prepared accompanying visual charts. Introduced and proposed a job-share program that permitted part time work for employees, which was adopted by the company.

Administrative Assistant

1988 to 1994

AMERICAN EXPRESS TRAVEL RELATED SERVICES • NEW YORK, NY

Coordinated the induction of new employees into the department. Conducted extensive phone contact, responding to card member inquiries, conducting investigations with credit card issues, and resolving account problems. Regularly accessed and entered information into the database. Maintained and updated executive calendars and schedules. Created charts and specification sheets for projects. Regularly utilized MS PowerPoint to create presentations for the use of executives.

EDUCATION

Certificate: Interior Design • NEW YORK SCHOOL INTERIOR DESIGN, NEW YORK, NY

expected 2008

Interior Design • METROPOLITAN INSTITUTE OF INTERIOR DESIGN, HUNTINGTON, NY

Certificate: Business Administration • KATHERINE GIBBS SCHOOL, NEW YORK, NY

PROFESSIONAL MEMBERSHIPS

ASID Student Member *Active participant in Career Day, February 21, 2007*

References available upon request