

Jennifer A. Duffy

Interior designer

Graduating in interior design in May, I am seeking a position as an intern in interior design. I look forward to using my new expertise in interior design to help clients create their dream spaces.

Contact Info

Folsom, CA

(916) 792-5628

www.JenniferDuffyInteriors.com

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Technical Skills

- Revit
- AutoCAD
- Sketchup
- Proficient in Microsoft Office Products & PowerPoint

Office Skills

- Staging
- Customer Service
- Office Management
- Social Media
- Marketing & Public Relations
- Sales & Advertising
- Business Development
- Event Planning

Education

- American River College
May 2023 - Interior Design
-  San Jose State University
Bachelor of Arts (B.A.), Mass Communications/Advertising
- Woodside High School
Regular/General High School/Secondary Diploma Program

Honors/Volunteer

- Phi Theta Kappa – ARC College
- Make-A-Wish

Experience

Office Manager - *Allen Tax Planning*

July 2021 - Aug 2016

Tasks:

- End-to-end client management
- Managed tax filings with their specific deadlines
- Customer invoicing
- Purchasing office furniture & supplies
- Running the office smoothly, including the client's happiness
- Tight deadlines to get documents out promptly
- Trained and managed staff

Contracts Manager - *Wealth Management Associates*

July 2021 - Aug 2016

Tasks:

- Establishing investment contracts
- Processed financial applications
- Maintained clients in CRM
- Regulatory compliance procedures
- Trained and managed staff

Wedding and Event Coordinator - *Gold Hill Vineyard*

July 2015 - September 2014

Tasks:

- Beginning to end wedding/event planning
- Contracts
- Supervising the day of the event
- Managed their social media presence
- Converted FB into a business site & added check-ins & reviews
- Launched & ran Pinterest targeted to brides

Home Health Care Worker - *IHSS-In-Home Health Care Worker*

Present - June 2004

Tasks:

- Full-time care for my disabled son
- Coordinated educational plan, medical needs, trained staff
- Hiring staff
- Full-time supervision, custodial care, & hygiene
- Neurology & dentist appointments
- Dietary plan, medication management
- SSI paperwork & conservatorship