

Alisha K. Riley

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Areas of Excellence

**Design Presentations*
**Client Relations*
**Technical Specifications*
**Construction Documentation*
**Space Planning*
**Sustainable Building Practices*
**Materials/Finishes Selection*
**Building Codes*
**Proposals/Project Scope*
**Construction Administration*
**Retail Management*
**Residential Design*

Education

B.F.A., 2006 - 2009
Interior Design
Harrington College of Design
Chicago, IL.

Professional Affiliations

**IIDA – International Interior Design Association*
**NKBA – National Kitchen & Bath Association*

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***Interior Design & Staging * Kitchen & Bath Design* * Retail Merchandising ***

Adept at all aspects of the design process from developing ideas onto paper to the all-important final touches. Skilled at steering clients through the entire design process and consistently exceeding expectations.

- Delivering Projects On-Time & Budget
- Identifying & Defining Clients Needs
- Handling Multiple Projects Concurrently
- Earning Client Trust & Inspiring Confidence
- Developing Effective Presentations
- Designing Kitchen & Bath Spaces
- Selecting Fabric, Hardware, Tile, Cabinets, Furnishings & Accessories

Professional Experience

Kitchen and Bath Designer, 2011 - Present

Kirchner Building Center – Mattoon, IL.

- Creating a new showroom, directly contacting vendors to get accounts set-up and creating advertising to get the stores kitchen and bath department back in business.
- Enhancing the experience for the customer through designing, selling and construction site follow-through of kitchen and bath cabinets, along with a myriad of related products to remodelers, builders and developers.
- Designing and sales of cabinets and all related products to retail homeowners and do-it-yourselfers.
- Managing the kitchen and bath department of a retail store as well as assisting in the secretarial side of the stores business.

Sales Manager, 2010 – 2011

Home Choice Inc. – Decatur, IL.

- Designing floor and window displays which has been increasing the level of sales and customers on a daily basis.
- Successfully raised the store into the top 3 ranking stores for the region through sales and buyers on contract. Store increase of buyers on contract by over 60% by the end of the 2010 year.
- Consistently building ongoing relationships with customers and local businesses.
- Managed customer's accounts from completing applications, running credit checks and employment and residential verification to daily overseeing over 750 account activity and payments.

Design Consultant/ Sales Specialist, 2010

The Tile Shop – Lombard, IL.

- Advised clients on tile selection factors such as type of material to use in specific spaces, color of tile to use with the style of the house, layout of tile to maximize space in small rooms and the installation process.
- Helped clients visualize the space by creating hand sketches and bringing materials to the design center.
- Worked with clients from greeting them at the door and choosing the perfect tiles to follow-up letters, phone calls and thank you cards.

Computer Skills

- *20/20 Design
- *AutoCAD '08 – '10
 - 3D modeling
 - 2D drafting
 - Elevations & Sections
 - Axonometric Drawings
 - Floor plans
- *Sketch-Up 7.0
- *3D Studio Max '08 - '10
- *Adobe CS4 Photoshop
- *Illustrator & InDesign
- *ProKitchen
- *MS Suite Office
- *Advertisement
- *Website Design

Design Skills

- *Hand Rendering
- *Computer Rendering
- *Space Planning
- *Construction Docs.
- *Sustainable Material Specifications
- *Graphic Design
- *Presentation Boards
- *Interior Building Codes
- *ADA Surveys

Activities

- *Children's Ministries
- *Church Volunteering
- *Painting
- *Drawing
- *Photography
- *Staging Homes
- *Traveling

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Internship Experience

Real Estate Specialist/ Interior Decorator, 2007 - Present

Freelance Work – Midwest Region

- Working with clients finding single family homes and rental properties by searching through databases, meeting with sellers and compiling valuable information to finalize purchases.
- Assisting families throughout the region by performing interior design including flooring, furniture, paint, window coverings, accessories and fixtures.

Jr. Designer/ Personal Assistant, 2009

DreamMaker Bath & Kitchen – Schaumburg, IL.

- Oversaw daily operations including purchasing, outsourcing and client relations.
- Participated in client and designer meetings including initial consultation, field measuring, planning, material selections and final meetings upon completion.
- Created floor plans, elevations, sectional drawings and 3dimensional renderings for both the Sr. Designer and clientele.
- Assisted company with spreadsheets including purchase orders, estimates and billing.

Intern/ Assistant, 2009

Frank Fontana (HGTV- Design On A Dime) – Chicago, IL.

- While studying Interior Design, I assisted Frank Fontana in his design of his newest book *Dirty Little Secrets of Design*.
- Group members and I arranged meetings to visit the Merchandise Mart (Downtown Chicago) to work on the Eclectic Design style of Frank's Book.
- Compiled drawings and Microsoft PowerPoint displays, which were then handed over to Frank and his personal team to be incorporated into his book.
- Created my own DIY book during our summer of interning. (Available upon request.)

Volunteer Experience

Coordinator Assistant/ Beverage Services, 2010

2nd Annual Interiors Showhouse, Design For A Cure – Chicago, IL.

- Worked with a team of 10 individuals to prepare the *Show house* properties for potential owners and the rooftop deck for the evening affairs.
- Directed guests and potential buyers to event spaces, which included 6 condos that were designed by different top-brand interior design companies. I also assisted guests with questions and setting them up to purchase their next home.

Food Service/ Support Volunteer, 2010

South Shore Triathlon – Chicago, IL.

- Volunteered at the adult/child triathlon on the south side of Chicago.
- Arrived several hours early to set up location/booth and preparing food/beverages for all participants and observers.

Portfolio and References Available Upon Request