



+Information

Mobile	904.705.4062
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Social	@jloveinteriors
Location	Orange Park, FL

+Education

Associate of Science, 2020, FSCJ

Interior Design Technology

Technical Certificate, 2016, FSCJ

Home Staging Specialist

+Affiliations

American Society of Interior Designers

Northeast Florida Association of Realtors

Real Estate Staging Association

Hello! I'm
Jess Love
Interior Designer

+Professional Objective



Multi-talented Interior Designer offering 5 years of experience in home remodeling and design, and 15 years of accounting and office management experience, adept at multi-tasking and developing creative solutions. Eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Ready to tackle new and exciting challenges in a role with an established and reputable interior design firm.

+Work Experience



March 2015
Present

DESIGNER, STAGER, REALTOR / E.F. WILSON ENTERPRISES, LLC

- Design, stage, photograph, and market remodeled homes
- Manage real estate transaction from start to finish
- Research investment properties prior to bidding
- Set up Quickbooks from scratch, reconciliation and management of multiple bank and credit card accounts
- Manage payroll and human resource responsibilities for employees, subcontractors, and laborers
- Specify appropriate products, materials, and finishes to meet project objectives and design scheme

January 2007/
March 2015

OFFICE MANAGER / AMERICAN SOLAR ENERGY

- Assisted in marketing strategies and participated in trade shows
- Handled all contact with vendors, sales team, owner, and customers
- Produced high-quality documents, spreadsheets, and presentations for internal and customer-facing needs using Photoshop and Microsoft Office
- Established efficient workflow processes, monitored daily productivity, and implemented modifications to improve overall effectiveness of personnel and activities
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current, and compliant financial records
- Optimized organizational systems for payment collections, AP/AR, deposits, and recordkeeping
- Analyzed and solved multi-faceted problems that affected executive leaders and business initiatives
- Recruited and hired qualified candidates for vacant and new positions