



# Melissa Hopkins

INTERIOR DESIGNER



480-748-9696



Chandler, AZ



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melissahopkins.net

## SKILLS

- 2020 Design Live
- AutoCAD
- Adobe Illustrator
- Adobe Photoshop
- MS Office
- PowerPoint
- Excel
- Strong Customer Service
- Active Listening
- Excellent Communication
- Detail Oriented
- Space Planning
- Sales

## EDUCATION

### High School Diploma

East Valley High - Mesa, AZ  
1995 - 1998

### Certified Dental Assistant

Apollo College - Mesa, AZ  
1998 - 1999

### Associate Degree in Science/ Interior Design CCL: Interior Merchandising

Mesa Community College  
(GPA 4.0) 2012-2019

## OBJECTIVE

Creative designer, offering 3+ years of design/sales. Seeking an opportunity to learn and enhance my skills in the interior design field. Detail oriented with a passion for space planning to focus on creative aesthetic designs. Active listener and able to communicate with customer to determine their needs. Highly motivated, offering a strong work ethic and positive attitude.

## EXPERIENCE

### November 2021 - June 2022

**Kitchen and Bath Interior Designer Elle Interiors LLC. - Scottsdale, Arizona  
(Freelance - Worked Remote in California)**

- Design custom kitchens and bathrooms to accommodate client lifestyle utilizing 2020 Design Live/AutoCAD.
- Prepared before and after floor plans/elevations using AutoCAD for client /contractor's meetings, demo, and installations. Performed onsite measurements.
- Hosted virtual meetings to review and finalize designs with client.
- Helped clients select fixtures, hardware, plumbing, countertop, wall, flooring material and developed FF&E selection.
- Scheduled contractor's meetings for demo, installations, and bid quotes.
- Placed and managed all cabinet orders with cabinet manufacture.
- Space planning used AutoCAD for interior and exterior furniture placement. Select furnishings for clients, creating a central theme and cohesive design.

### June 2020 - April 2022

**Kitchen and Bath Designer/Appliance Sales Associate Home Depot - Mesa, Arizona**

- Greet customers, conduct showroom tours to inspire consumers.
- Designed custom cabinet layout utilizing 2020 design software.
- Create PowerPoint presentation for customer/installers includes on site analysis, floor plans, elevations, materials, installers bid quote.
- Appliance sales, phone sales, Home Depot web sales, scheduled kitchen & bath consultation/design/ and final sale appointments.

### September 2009 - July 2012

**Orthodontic Assistant - Dr. Nathan Davis Orthodontics - Mesa, Arizona.**

- Orthodontic Assistant with 11 years of experience.
- Provided excellent Customer service and sales.
- Highly organized with exemplary multitasking and time management skills.
- Record keeping, appointment scheduling, patient care calls.

## INTERNATIONAL INTERIOR DESIGN AWARD

- 2ND Place: "Lyft Floor Plan Design" 2018 IIDA Student Design Charette Competition