# Susie Kitchen

Address Phone Numbers Email address

# **OBJECTIVE**

Multi-discipline kitchen and bath designer with over 15 years' design experience seeking position in kitchen showroom featuring semi-custom and custom cabinetry.

#### **EXPERIENCE**

**Kitchen Designer** 

August 2004 to Present Freelance

Gurley, AL

Work with clients on both new construction and remodeling projects providing design, cabinetry and countertops for kitchens and bathrooms, including assisting clients with the selection of finishes and color coordination. Responsible for working drawings, ordering cabinetry and other materials, coordinating with contractors and trades, supervision of installation and all other aspects of project management. Currently also work with small, independent builder providing cabinetry and design assistance for his homebuyers. Experience with Jim Bishop Cabinet, Wellborn, Kraft-Maid and Woodharbor cabinetry as well as shop-built custom cabinetry.

## **Data Entry and Customer Service** ( Part to full time)

December 2006 to July 2007

Real Estate Company, Inc.

Huntsville, AL

Worked as part of a team providing Homeowner Association management for some of the area's largest developments. Duties included generating invoices and recording payments into QuickBooks, handling homeowner questions and complaints for several of the Associations as well as coordinating the setup of new HOA's for three new clients. Position was an adjunct to kitchen work; continued to pursue freelance work while employed here.

### **Kitchen Designer**

September 2003 to June 2004

Home Depot-South Parkway

Huntsville, AL

Kitchen design, appliance sales and filling in for flooring and window coverings departments.

### **Interiors Director**

August 1999 to December 2002

John Smith, Architects

Huntsville, AL

Responsible for space planning, furniture, color and finish selections for large commercial projects. Developed standard cabinet drawings for the office and drafted all cabinetry and millwork details for projects. Developed architectural specifications for various interior elements including, paint, wallcovering, carpet, millwork, cabinetry and hardware. Coordinated with owners, contractors and trades and provided project supervision to completion.

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## Owner, Designer

November 1991 to August 1999

Susie Kitchen Interiors

Sylacauga, AL

As a design consultant, provided my clients with space planning, furnishings and finishes selections on a variety of commercial projects such as banks and offices, including 5 branches for the Birmingham Public Library System. Developed custom display cabinetry, charge desks and specialty fixturing for these project as well as specifications and details for bidding. Worked with a local interior decorator and individuals providing kitchen and bath design consultation.

# COMPUTER SOFTWARE BACKGROUND

Proficient in 20-20 Version 8 Design software. Intermediate level proficiency in AutoCad software. Familiar with QuickBooks and Microsoft Word software.

## **EDUCATION/OTHER**

Southern Institute (Virginia College), Birmingham, AL - Associate Degree in Interior Design

Member – National Kitchen and Bath Association (NKBA)

### **REFERENCES**

Owner of previous showroom

Personal Reference

Architect I worked for