



HEATHER MELVIN

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EDUCATION

Savannah College of Art and Design
Savannah, Georgia
Bachelor of Fine Arts in Interior Design
Graduated: March 2021

SKILLS

Skills:

Research
Concept Development
Space Planning
Architectural Details
Shop Drawing Reviews
Construction Administration
Furniture/Fixture Design
Rendering By Hand

Tools:

AutoCAD
Revit
Sketchup
InDesign
Photoshop
Illustrator
Rhino 3D
MS Office Suite

AWARDS RECEIVED

- Deans List | SCAD
Fall 2020, Spring 2020, Fall 2019, Fall 2018 & Fall 2017
- Achievement
Scholarship | SCAD
- Academic Honors
Scholarship | SCAD
- Student Incentive
Scholarship | SCAD
- Excellence in Art Award |
Blind Brook High School
June 2017, Rye Brook, NY

RELEVANT WORK EXPERIENCE

Kenneth Park Architecture | Job Captain

January 2022 Junior Designer - Current | New York, NY

- Promoted twice in three years from Junior Designer to Interior Designer to currently Job Captain
- Manage multiple client accounts with up to 25+ simultaneous projects
- Collaborate with design team to develop unified designs for high end retail clients
- Use AutoCAD and SketchUp to develop design packages and construction documents
- Coordinate with vendors to ensure project schedule and finish requirements are met
- Research code requirements for each project's jurisdiction
- Work in collaboration with clients to attain the best outcome for each retail location's needs

L Kate Interiors | Intern

June 2019 – September 2019 | Westport, CT

- Researched product specifications for customer designs
- Picked up and returned sample materials
- Reorganized office and material library
- Contacted local industry representatives for product details

Stage To Show | Intern

June 2019 – September 2019 | Shelton, CT

- Reorganized 25,000 square foot warehouse by product type
- Placed décor pieces while staging homes
- Purchased new décor pieces as necessary

OTHER WORK EXPERIENCE

Lush Cosmetics | Sales Associate

June 2021 – January 2022 | White Plains, NY

- Maintained high-level product knowledge while contributing to significant sales growth
- Maintained and created product and storefront displays
- Built strong interpersonal skills and customer service
- Generated many repeat and sizable sales