

melissa garcia

INTERIOR DESIGNER

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Houston, TX
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profile

Experienced design professional with a strong education background seeking to showcase abilities in creating code-compliant, functional, and aesthetically pleasing spaces. Skilled in digital and hand drafting and rendering.

education

Bachelor of Science in Interior Design, 2024

Stephen F. Austin State University
President's List: Spring 2022, Fall 2022

Houston Community College - Transfer
Dean's List: Fall 2020, Spring 2021, Fall 2021

skills

| | |
|----------------------|---------------------|
| Fluent in Spanish | Critical Thinking |
| Adobe Creative Suite | Conceptualization |
| AutoCAD | Space Planning |
| SketchUp Pro | Graphic Design |
| Revit | Marketing and Sales |
| Enscape | Team management |
| Microsoft Office | Communication |

awards

Honorable Mention - Best Digital Project Poster
2023 SFA Centennial Interior Design Exposition

community organizations

Books for Development, St. Bernard Project,
Houston's Children's Charity

professional affiliations

ASID, NKBA, NEWH

experience

Laura U Design Collective, Houston TX

Interior Design Intern, May 2023–December 2023

- Order and retrieve samples.
- Help with sourcing FF&E for projects.
- Draft floor plans and elevations in AutoCAD.
- Obtain and calculate pricing.
- Maintain the material library organized.
- Supervise vendor installations.

Studio Snaidero, Houston TX

Sales Representative, June 2018–May 2020

- Catalogued customer and vendor database.
- Planned kitchens, closets, and more.
- Assisted clients with FF&E selection.
- Generated invoices through Quickbooks.
- Drafted contract documents.
- Rendered designs with proprietary CAD.

Town and Country Leather, Houston TX

Sales Representative, October 2017–June 2018

- Placed and tracked purchase orders.
- Updated clients through ordering process.
- Educated clients about different textiles.
- Coordinated delivery and install schedule.

Port City Design Group, Wilmington NC

Office Manager, October 2014–March 2015

- Established vendor accounts.
- Managed purchase orders.
- Developed customer database.
- Supervised social media and email.
- Tracked finances through Quickbooks 2014.
- Performed design and FF&E research.