

## **Alexis Mullis**

PO Box 250, Paxton, Illinois 60957  
(217)413-8818  
apmullis@gmail.com

### **EDUCATION**

**Illinois State University** – Normal, IL  
Bachelor of Science in Family and Consumer Sciences August 2008

**Parkland College** – Champaign, IL  
Associate of Science December 2005

### **EXPERIENCE**

(References available upon request)

**BOARD OF CERTIFIED SAFETY PROFESSIONALS** – Savoy and Champaign, IL  
Customer Service Associate June 2009 - Present  
*Manage client portfolios, Serve on various advisory committees, Provide client support regarding certification, Other projects as assigned (e.g.: create reports, compose and edit BCSP literature, etc.), Manage incoming calls, Compose responses to inquiries.*

**SELF-EMPLOYED** – Paxton, IL  
Interior Designer August 2008 – Present  
*Establish a trusting relationship with clients, Manage project from initial consultation to completion, Create drawings using Auto CAD for use with space planning, electrical fixture placement, plumbing location, etc., Furniture, finish, fixture and hardware selection, Space planning, Billing.*

**LOWE'S** – Champaign, IL  
Cabinet Sales Associate January 2009 - June 2009  
*Designed layout of cabinetry and countertops for kitchens and baths, Recommend available products and advised customers about product functionality, Composed price quotes for small residential projects to multi-thousand dollar projects.*

**MAGGIE'S PLACE** – Champaign, IL  
Interior Designer – Independently contracted August 2008 – October 2008  
*Visual merchandising, Assisted in the relocation of the store, Implemented a new filing system.*

**ASHLEY FURNITURE HOME STORE** – Champaign, IL  
Interior Design Intern May 2008 – July 2008  
*Prepared designs and presented them to clients, Visual merchandising, Assisted sales staff and customers in furniture and accessory selection and space planning.*

**SPHERION, INC.** – Paxton, IL and Champaign, IL  
Staffing Assistant September 2003 – August 2007  
*Paired job skills and professional backgrounds with job opportunities, Conducted interviews with applicants, Conducted background and reference checks, Performed drug screens on potential qualified applicant.*

### **SKILLS**

#### **Computer**

Proficient in Microsoft Word, Excel, Power Point and Outlook, AutoCAD, Google SketchUp, 20/20, Internet Explorer

#### **Technical**

Proficient hand drafter

### **ACHIEVEMENTS**

Solely designed a multi-thousand dollar project from infancy to completion.  
Dean's List at Parkland College  
Graduated from Illinois State University with a 3.44 GPA on a 4.0 GPA scale

Dear Hiring Manager:

I have practiced in retail visual merchandising and residential interior design, and wish to expand my horizons. I have a BS degree in Family and Consumer Sciences with a concentration in Interior and Environmental Design from Illinois State University. I aspire to become LEED and ASID accredited in the near future.

With my years of work experience, I have become a good problem solver, very goal oriented and am extremely organized. I am confident that the combination of my educational and employment background and professional approach to business will provide your office with the Interior Designer you seek.

Please contact me at 217-413-8818 or you may email me at [apmullis@gmail.com](mailto:apmullis@gmail.com) with any questions you may have regarding my employment. Thank you for your consideration. I look forward to meeting with you to discuss this opportunity.

Sincerely,

Alexis P. Mullis