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# ELAINE WILLIAMSON

## *Designs*

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### **NEW DESIGN GRADUATES**

This is a perfect opportunity for you to start your career in the fast-paced and exciting field of Interior Design!

Elaine Williamson Designs is seeking interns with interior design and preferably graphic design experience to work with us on various residential and commercial projects in the Dallas-Fort Worth Metroplex. Interns will be compensated with invaluable experience in the meantime, and there is opportunity for future employment based on performance. Interns are expected to have a working knowledge of basic drafting applications and Microsoft Office and an ability to relate to others and manage situations in a composed manner. Skills extending beyond those expectations, such as knowledge of Studio Designer software and business experience are quite appreciated.

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### **BASIC REQUIREMENTS**

- Working proficiency with AutoCAD, SketchUp, Adobe Suite, and the Microsoft Office suite
- Knowledge of social media (Facebook, Twitter, etc.) and Studio Designer is a plus
- Excellent communication, organization and project management skills
- Professional phone and email etiquette
- A desire to learn the interior design business and enthusiasm for all aspects of the job

### **RESPONSIBILITIES**

- Preparation of design boards
- Preparation of specification lists for FF&E
- Contacting vendors and scheduling meetings
- Involvement in various ways on projects for residential and commercial projects
- Ordering items, both in person and via phone and internet
- Receive client items at our studio warehouse
- Job site visits
- Picking up & dropping off items from showrooms, workrooms or retailers, and other miscellaneous errands

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Please direct all inquires to [info@ElaineWilliamsonDesigns.com](mailto:info@ElaineWilliamsonDesigns.com).