

MAILYNN TRAN

INTERIOR ARCHITECTURAL DESIGNER



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OBJECTIVE

Seeking an entry-level interior design position. Confidently works independently or in a team with an eye for detail. Pursues creative and multi-disciplinary approaches to deliver innovative solutions.

EDUCATION

CALIFORNIA STATE UNIVERSITY, CHICO

BFA (Bachelor of Fine Arts) in Interior Architecture

Expected graduation in May 2023

Vice President of Interior Architecture club 2022-2023

EXPERIENCE

HIRING/SHIFT MANAGER & RECEPTIONIST 07/2020- Present

Lily's Nails & Spa | 208 W East Ave, Suite E, Chico, CA

- Managed storefront and cooperated with coworkers with daily operations of fast-paced salon of over 25 employees
- Managed receptionist schedules, interviewed potential employees, and trained new receptionist to optimize performance and motivate toward more efficient work
- Coordinate with clients in-person and through telephone to schedule and confirm appointments while providing friendly knowledge assistance

DESIGN INTERN

06/2022 - 08/2022

Design SI | 234 W 3rd St. Suite E, Chico, CA

- Collaborated in a professional team to develop concepts, spreadsheets, color palette and material selections to provide quality design solutions
- Interfaced effectively with local vendors to discuss availability, price, and quantity of necessary materials and selected samples to bring to office

DIRECTOR OF MERCHANDISE

11/2020 - 11/2021

Alpha Delta Pi Sorority | 325 Chestnut St, Chico, CA

- Designed merchandise and selected clothing material, color, and style and monitored production of merchandise for a group of over 120 people
- Connected with large manufacturing companies to create custom apparel while working within a budget monthly

SKILLS

- Dependable and Responsible
- Presentation Design
- Customer Service
- Proficient in Multitasking
- Scheduling and Coordinating
- Strong Communication
- Detail Oriented

SOFTWARE

- AUTOCAD
- REVIT
- SKETCHUP
- ENSCAPE
- ADOBE PHOTOSHOP
- ADOBE INDESIGN
- ADOBE ILLUSTRATOR
- MICROSOFT POWERPOINT