

Danielle L. Sweitzer

1044 Tilda Trail
Cross Plains, WI 53528

Tel:(608) 438-1060
Email: dswai760@uwsp.edu

Objective

To find employment as an Interior Designer where I can apply my skills to design and furnish the interior spaces of commercial buildings. I will use my creative insights to design interior spaces to meet the business needs and culture of your company.

Work Experience

July 2003- Present

Childcare Provider Cross Plains, WI

- Provided nutritious meals and snacks
- Light housekeeping
- Arts and crafts
- Handled all aspects of bedtime routine
- Change diapers
- Provided transportation to and from swim lessons and other activities as requested

May 2012-July 2012

Internship

Silver Leaf Design Gallery Madison, WI
Interior Design

- Light AutoCAD work
- Selected finishes for client options
- Called manufacturers
- Ordered materials
- Organized materials
- Ran errands

May 2012-August 2012

Internship

UW-Madison Chemistry Madison, WI
Facility Manager

- Color coded floor plans
- Observed projects from start to finish
- Billing
- Organized meetings
- Attended meetings
- Put in work requests

August 2008- August 2009

Sales Associate

Walgreens

Cross Plains, WI

- Customer Service
- Cashier
- Organize shelves and products
- Stock shelves

Education

2009- Present

Senior student in B.F.A degree in Interior Architecture (CIDA Accredited), University of Wisconsin- Stevens Point
GPA: 3.30 Expected graduation: May 2013

May 23-June 14,
2011

Study Abroad in Greece for Culinary and Journalism through University of Wisconsin-Stevens Point.

2005- 2009

Middleton High School, Middleton, WI

Skills

AutoCAD, Google SketchUp, Microsoft Office, Power Point, Adobe Illustrator

Professional Activities

American Society of Interior Designers (ASID) Student Member, 2009-Present

International Facility Management Association (IFMA)- Madison Chapter Student Member, 2011-Present

- Helped with the Madison Tri-Chapter 2010

Telephone Data Systems (TDS) Career Day

- Assisted in the development of educational sessions for career day kids.
- Attended meetings
- Assisted with security identification badges.

References

Available upon request