






CLAIRE PURDON

B.Comm.
Junior Interior Designer

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-  online portfolio
-  LinkedIn

EDUCATION





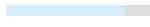
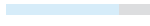
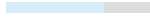
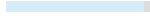
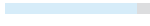

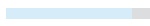
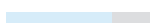
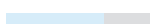
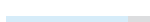
LaSalle College Vancouver
Interior Design Diploma
2020-2021

- Academic Excellence Scholarship Recipient
- Maintained A average throughout program while working in the industry

Smith School of Business,
Queen's University
Bachelor of Commerce (Honours)
2011 - 2015

- Achieved a Minor Degree in Art History
- Studied international business at Queensland University of Technology in Brisbane, AUS for one semester

TECHNICAL SKILLS

Adobe InDesign	
Adobe Photoshop	
Adobe Illustrator	
AutoCAD	
Enscape	
Hand Drafting	
Hand Rendering	
Microsoft Word	
Microsoft PowerPoint	
Microsoft Excel	
Microsoft Outlook	
Podium	
Proposal Writing	
SketchUp	

PROFILE

An energetic self-starter pursuing a life-long passion for interior design and aesthetics. An engaging person with a background in business, marketing and sales. A reliable, task-oriented team player with a proven track record for delivering results while working in high-paced environments. Seeking to grow as a designer to add value to a design team and clients.

WORK EXPERIENCE

Junior Interior Designer 2020-Present
R-EID Studio, Calgary, AB

- Specifying materials and finishes
- Drafting floor plans, elevations and sections
- Producing custom millwork designs
- Selecting furniture and lighting
- Preparing client programming, conceptual designs and space planning
- Composing design support documents
- Leading a Vancouver client's condo renovation project

Commercial Insurance Advisor 2017 - 2020
HUB International Insurance Brokers, Vancouver, BC

- Coordinated Lawyer's Excess Professional Liability Program
- Advised clients on commercial insurance coverages
- Prepared client submissions and proposals
- Entered invoicing and accounting transactions
- Marketed new business opportunities and negotiated rates with underwriters
- Attended industry events and tradeshows

Marketing Coordinator 2015 - 2017
McElhanney Consulting Services Ltd., Vancouver, BC

- Developed multi-media marketing campaigns for specific service areas
- Prepared comprehensive reports on all marketing activities for senior managers' strategic planning meetings
- Edited and created content for proposals, articles, social media, website landing pages, and press releases
- Wrote advertisement copy and coordinated design with in-house graphic designers
- Coordinated events including tradeshows, conferences, and golf tournaments