

jennifer m. hensley

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Objective

High energy, self-motivated, and detailed oriented individual looking for a creative position to use my foundation of experience, creativity, and interpersonal skills to expand my knowledge.

Education

The Illinois Institute of Art – Schaumburg
Bachelor of Fine Arts in Interior Design
Graduated June 2008
Council for Interior Design Accreditation (CIDA)

Carthage College, Kenosha, WI
Bachelor of Arts in Business Administration
Graduated May 2006

Technical skills

AutoCAD
Illustrator
Photoshop

Traditional skills

Color Theory
Rendering
Sketching

Work Experience

Executive Assistant B.P.J. Sales/Woodbury, MN January 2000–Present
Assist in processing invoices, completing customer quotes, developing a database to track customers, packaging, and pallet products.
Assist owner in streamlining work flow to achieve greater efficiencies and effectiveness.

Office Administrator Great Lakes Yacht Sales/Kenosha, Wisconsin Oct 2004-Jan 2006
Coordinated the updating of inventory of boat sales and updated various yacht sales websites.
Assisted in product inventory audits.

Finisher Great Indoors Furniture Company/Crosslake, MN 2004-2005
Responsible for painting, sanding, and distressing furniture.
Responsible in using Faux finish and decorative painting processes in high-end lake homes.

Internship Experience

Custom Crete Werks LLC Racine, Wisconsin April - June 2008
Space planned and implemented concrete designs into new showroom.
Engaged in client meetings.

Honors and Awards

Dean's List, Central Lakes College, Brainerd, Minnesota
Dean Scholarship, Carthage College, Kenosha, Wisconsin
Dean's List, Illinois Institute of Art - Schaumburg

Memberships

ASID – Student Member – Wisconsin Chapter
IIDA – Student Member – Wisconsin Chapter