

DANIELLE LEWIS

INTERIOR DESIGNER

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MAY 7, 2014

Dear Jennifer Silver,

My name is Danielle Lewis and I'm writing to express my interest in the Interior Designer position at ADD Inc. currently listed on your website. I am a recent graduate of the Environmental and Interior Design program at Syracuse University with a minor in Marketing. After speaking with Steve Basque, I was thrilled with the prospect of joining the ADD Inc. team.

At this point in my career, I have been able to realize my passion for interior design through a variety of outlets and projects. After studying abroad in London in 2013, I found real value in the mixing of disciplines in the creation of a successful design solution. This enthusiasm for collaboration is one that melds well with the core values of your firm. Looking at the ADD Inc. team alone, it is easy to see how the diverse range of talent and experience contributes largely to each distinct project your team undertakes.

Additionally, the scope of work that your firm undertakes is truly impressive and engaging. As a designer, I find value in being able to tackle a variety of projects while maintaining and emphasizing each individual client's unique brand identity. For me, design is a process that requires careful thought, smart research, playful experimentation, empathy for the client, and a great deal of passion. It is this passion and recurring process that I strive to add to the mix as an interior designer at ADD Inc.

Enclosed is my resume as well as a sample of my portfolio for your consideration. I eagerly welcome the opportunity to discuss with you personally how my interests and strengths can add value to the diverse team at ADD Inc. Please feel free to contact me by phone at (814) 598-7845 or via email. I look forward to speaking with you. Thank you for your time and consideration.

Sincerely,

Danielle Lewis

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EDUCATION

Syracuse University
BFA in Environmental and Interior Design
School of Design, College of Visual and Performing Arts
May 2014
Summa Cum Laude, 3.805
CIDA Accredited
Nationally Ranked #8 by DesignIntelligence 2014

Minor in Marketing
Martin J. Whitman School of Management

Study Abroad
Spring 2013
London, England
Emphasis in Multidisciplinary Design and Marketing

ACTIVITIES

American Society of Interior Designers
Student Member - Fall 2011 to Present

Renee Crown University Honors Program
Fall 2010 to Spring 2014

AWARDS

Syracuse University VPA Scholar
Spring 2014

Syracuse University Dean's List
Fall 2010 to Spring 2014

SKILLS

Adobe Photoshop, Adobe InDesign, Adobe
Illustrator, AutoCAD, Autodesk Revit,
Microsoft Office Suite, SketchUp, FF&E, Hand
Rendering, Model Building,
Space Planning

EXPERIENCE

Café Kubal – Syracuse, NY

Interior Design Consultant – January 2014

Commissioned to redesign two café interiors for a local coffee shop and roaster. Since economy was an essential component, did extensive research to redesign the cash wrap and adjacent merchandise displays to maximize space and product visibility. Specified and ordered new commercial grade furniture and lighting.

Being pleased with the outcome, the client then commissioned a redesign for another new location of his franchise. Completed within a challenging three-week period, construction documents in AutoCAD and visualizations were created for the 150 square foot space using a combination of hand rendering, SketchUp, InDesign and Photoshop.

Barista and Shift Manager – June 2012 to Present

Promoted to shift manager at the Syracuse University location after working with the company for two months. Ran shifts and delegated tasks to fellow employees. Handled customer orders and advised the team on how to handle customer concerns. Trained new employees and managed inventory, drawer, and safe counts.

Syracuse University Independent Study

Student Designer – Fall 2012

Selected through a juried process to design the interior of a school in a remote impoverished village in Guatemala. Collaborated on the design of the 14,000 square foot space with a focus on creating hand renderings and presentation drawings to effectively communicate design solutions to the foreign clients. Conducted a post-occupancy study in May 2013.

Carolyn Frani Incorporated

Design Intern – Summer 2012

Collaborated with the lead designer in the small commercial and residential interior design firm to design two residential bathrooms in central New York. Produced construction documents using AutoCAD, material and finish selections, and budgets using Excel. Created client presentations using SketchUp and taught lead designer the basics of the program.

New York and Company

Sales Associate – August 2011 to October 2012 & Summer 2013

Worked with the visual merchandising team to set up product and store layouts while maintaining store cleanliness and organization. Responsible for working with the sales team to open and close the store as well as balance the cash drawers. Assisted customers with clothing and accessory purchases and helped them to visual complete outfits.