

# MELANIE MANDL

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## OBJECTIVE

Position as a junior designer in the field of interior design with a reputable company specializing in residential, and/or commercial interiors, or hospitality interiors that will allow me to apply my training and broaden skills for a dedicated career in the field.

## EDUCATION

- **BACHELOR OF SCIENCE, Summa Cum Laude-Interior Design,**  
San Francisco State University: May 2008
- **Media Design,** digital and print media: Johannes-Gutenberg-Schule, Germany

## EXPERIENCE

### Interior Design Assistant: Thane Studio, San Francisco, CA (July 2009-present)

- Shop for fabrics and furniture at the San Francisco Design Center, Organize Design Library. File invoices, CFA's and purchase orders.

### Media Designer: Freelancer, San Francisco, CA (May 2008-present)

- Media and Web Design Projects.

### Internship: Danielle Designs, San Francisco, CA (February-May 2008)

- Shopped for fabrics and furniture at the San Francisco Design Center; contacted vendors and interacted with show- and workrooms.
- Created organizational binder with specification sheets and CAD drawings for installation site.
- Took measurements for CAD floor plan drawings.
- Organized Designer's Library, filed invoices and purchase orders.

### Administrative Assistant: American Language Institute, San Francisco State University (January 2007-May 2008)

- Organized office space.
- File Maker data entry for students graduate and undergraduate applications.
- Reviewed and evaluated applications for students; scheduled student appointments and answered their questions. Answered the phone and kept the office, documents and files organized. Handled copy jobs and coordinated organizational projects.

### Student Assistant: Language Center, City College of San Francisco, CA (August 2004-December 2005)

- Arranged media for checkout by language students; Handed out media; helped students with computer problems; assisted with homework assignments.

### Web Designer: Formac, Berkeley, CA (March 2002-December 2002)

- Designed and updated company website; designed product data sheets and media; provided customer service phone support.

### Media Designer: Diana DeLucia & Leuthwyler, New York, NY (Jan 2002-March 2002)

- Developed and created business brochure and folder prototypes.
- Conceptualized and designed brochures and business folders in corporate identity frame.

### Digital Media Designer: COMVOS, Germany (November 1998-July 2001)

- Designed print and non-print media.
- Updated and designed web pages; created and developed imaging and layout for redesign of CMS (Content Management Systems); designed flash-intros, gif animations and banners; created flowcharts; integrated HTML into LotusNotes; performed presentation layouts for customers.

## COMPUTER APPLICATIONS

- AutoCAD
- Google Sketch-up
- Photoshop
- Illustrator
- Adobe InDesign
- Adobe Acrobat
- Freehand
- Power Point
- Microsoft Office Suite; Windows O.S.

## COMMUNITY INVOLVEMENT

- Design Principal of design team (Fall 2007) Pro Bono work - Lobby re-design of San Francisco Senior Center (Non-profit Organization)
- West Coast Green Conference San Francisco 2007
- Volunteer at West Coast Green Conference San Jose 2008

## INTERESTS & ACTIVITIES

- Interior Design
- Furniture Design
- Painting

## HONORS

- Graduated with Honors - SUMMA CUM LAUDE

Please visit my Online Portfolio:

<http://www.melmandl.com>