

EL

Ellen Lutley

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www.ellenlutley.weebly.com

Education

Michigan State University, East Lansing, Michigan 48824

August 2006- May 2011

Dual Degrees in Interior Design, CIDA Accredited Program; English with specialization in Creative Writing

Cumulative GPA: 3.75; 10 Semesters on the Dean's List; Graduated with Honors

Experience

Closed Captioning Editor

April 2012-December 2012

Closed Captioning Services, Grand Rapids, Michigan, 49546

Typing and Editing Closed Captioning for Network TV Programming, Editing Grammar and Spelling

Sales Associate

September 2011-March 2012

Pier 1 Imports, Grand Rapids, Michigan, 49321

Providing Customer Service and Efficient Checkout, Stock Replenishment, Managing Store Cleanliness

Earned Sales Associate of the Quarter in March 2012

Copy Editor

March 2010-May 2011

Vim Magazine, Michigan State University, East Lansing, Michigan 48824

Reading and Editing Articles, Editing Grammar, Spelling and Content

Receptionist and Reading Room Attendant

August 2007-May 2011

Department of Animal Science, Michigan State University, East Lansing, Michigan 48824

Answering Telephones, Sending Faxes, Making Copies, Sorting Mail, Preparing Large Mailings, Inputting Information into

Excel Spreadsheets, Sorting and Filing Paperwork, Supervising the Reading Room, Shelving Books and Reading Materials

Intern

July 2010- August 2010

Builders Plumbing Supply, Lansing, Michigan 48912

Learning to Use Product and Specification Guides, Learning about Plumbing and Bath Products, Filing, Customer Service,

Speaking with Manufacturing Reps, Learning Efficient Showroom Skills

Activities

Member: Allied ASID

February 2013-Present

Student Member: Interior Design Student Organization (IDSO)

September 2009-May 2011

Job Shadowing

Jennifer Haadsma Interiors, LLC, Belmont, Michigan 49306

June 2011

Kitchen Design Studio, Grand Rapids, Michigan 49503

July 2010

Work Squared, Lansing, Michigan 48911

July 2010

Meridian Plumbing, East Lansing, Michigan 48823

July 2010

Skills

Experience with Autodesk AutoCAD, Impression and Revit; Google SketchUp; 20-20; Microsoft Word, Excel, PowerPoint;

Adobe Photoshop, Illustrator, and Hand Drafting; Independent, Hard-Worker, Excellent Communicator, Punctual,

Takes Initiative, Types 81 WPM