

Gabriella Gordon

gabsleah@outlook.com – (424) 326-6863 –Portfolio/Website

EDUCATION

Liberty University, Lynchburg, VA Bachelor of Science in Interior Design

January 2024

RELATED EXPERIENCE

Lauren Ashley Design Studio, Lynchburg VA, Interior Design Intern

August 2023 - January 2024

- Product sourcing and research using affiliate brands only
- Created concept boards, social media promotions, and shopping lists using Canva.
- 3D Modeling using Sketchup & Chief Architect.
- Generated Photo-realistic renderings utilizing Twin Motion.

AK Treadmill Repair, Lawndale, CA

March 2023-April 2023

Customer Support Office Assistant-(temporary fill-in position)

- Scheduled calls for technicians by phone and email
- Answered emails and calls, performed billing and filing
- Assisted with sourcing and pricing of parts

Family and Consumer Sciences,Liberty University, Lynchburg VA

January 2022-January 2023

AutoCAD Tutor (Volunteer)

- Tutored students struggling in Digital Drafting I, Introduction to Autocad

ADDITIONAL EXPERIENCE

Office of the Dean of Arts and Sciences, Liberty University, Lynchburg VA, Office Assistant, Student Worker

August 2022-March 2023

- Accomplished administrative tasks within set deadlines.
- Assisted faculty and staff with creating student's file, entering application onto the database.
- Utilized attention to detail skills to minimize errors when processing students' advising agreement so that students may received their grades in a timely manner
- Assisted students with any questions or concerns relating to daily classes on the floor, or related to the Dean.

Southern Charm Painting LLC, Central VA, Painting Assistant

September 2021-January 2022

- Prep work and painting residentially and commercially
- Worked with home-owners and contractors
- Worked independently

SKILLS

Computers: Microsoft Office (Excel, Word, Outlook, Access, and PowerPoint), Adobe Suite, CAD Software

Design Software: AutoCAD, Chief Architect, Twin Motion, Canva, Photoshop, SketchUP, Vray, Podium, Revit

CAMPUS INVOLVEMENT

IDA (Interior Design Association)

2021-Present

Kappa Omicron Nua Honor Society

2022-Present