



JESSICA WOOD

2803 Cole Avenue #182 Dallas, TX 75204
870.577.1128 jlwooddesign@gmail.com

EDUCATION

- UNIVERSITY OF ARKANSAS, Fayetteville May 2012
Fay Jones School of Architecture, Bachelor of Interior Design, CIDA Program
Walton College of Business, Marketing Minor
- UNIVERSITY OF ARKANSAS ROME CENTER, Rome, Italy Spring 2011
Studied Interior Design and Architecture with the Fay Jones School of Architecture

CERTIFICATIONS

- LEED Green Associate August 2011

EXPERIENCE

- INTERIOR DESIGN INTERN - LOONEY AND ASSOCIATES, DALLAS, TX June 2012-Present
-Assisted designers with FF&E selections and material trays
-Added and edited FF&E specifications into the spexx system
-Put together concept boards for several projects
-Drew furniture elevations and tagged furniture plans in AutoCAD
- TEACHING ASSISTANT - FAY JONES SCHOOL OF ARCHITECTURE Fall 2011
Interior Design teaching assistant for Studio 5: Construction Documents
-Assisted students with AutoCAD questions
-Assisted two design professors with project ideas
-Responsible for answering student questions throughout the semester
- LEADERSHIP BY DESIGN MENTOR - FAY JONES SCHOOL OF ARCHITECTURE Fall 2010
Mentored first year Architecture and Interior Design students
-Assisted students dealing with stress and time management
-Met with students once a week to discuss challenges they faced in class
- STORE MANAGER - RIFFRAFF, DESIGN BOUTIQUE, FAYETTEVILLE, AR August 2009 - December 2010
-First employee of this startup business
-In charge of opening and closing the store on a day-to-day basis
-Operated cash register and calculated end of day balances
-Organized and maintained consignment contributor accounts
-Trained sales personnel
-Displayed merchandise in ways to help increase sales
-Assisted with relocation to a bigger space as sales increased
- SALES ASSOCIATE - POTTERY BARN, ROGERS, AR August 2008 - February 2009
-Helped stock and open the store in August 2008
-Assisted customers with buying decisions to help increase sales
-Designed visual displays
- FRONT DESK CLERK - COMFORT INN, HARRISON, AR Summer 2005
-Greeted guests
-Answered multi-line telephone and responded to customers requests
-Created room reservations for customers

ORGANIZATIONS

- ASID STUDENT MEMBER 2011 - Present
INTERIOR DESIGN ORGANIZATION 2008 - Present
ZETA TAU ALPHA SORORITY 2006 - 2010

SKILLS

AutoCAD, Revit, Adobe InDesign, Adobe Photoshop, Google SketchUp, Microsoft Office