

# erica castillo

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📞 323 // 657 // 7590

Interior designer with over 9 years of experience in customer service and sales, visual merchandising, and design expertise. An ambitious, creative, and dedicated design professional eager to gain experience in a new and challenging environment.

## skills

Microsoft Office Suite, AutoCad, Adobe Creative Suite, 3Ds Max, MAC & PC proficient, space planning, research, organizational skills, interpersonal skills, critical thinking.

## work experience

AK Design Network 07/13 - Present  
Los Angeles, CA

### *Design Intern*

- Assist designers with floor plans, drawing details, and elevations for all projects to expedite project deadlines.
- Assist with all designers & project managers with conceptual research & ideas.
- Supervise project submittals to ensure projects are submitted on a timely manner.
- Manage and create FF&E specifications, project budgets, and expenses for all current projects.
- Attend site visits when necessary to ensure project construction & design are being fulfilled as planned.
- Meet with vendors and sales reps to examine new & valuable products for possible project options.

The Futon Shop - Organic Bedding 5/10 - Present  
Los Angeles, CA

### *Sales Consultant, Client Services*

- Provide superior customer service to all patrons.
- Educate the customer by effectively explaining the features and benefits of each individual product.
- Assisting with the set-up and merchandising of showrooms and ensuring that all merchandise is properly tagged and displayed.
- Opening and closing the showroom

Abercrombie & Fitch - Flagship Store 06/07 - 06/10  
Los Angeles, CA

### *Stylist/Visual Team Member*

- Maintained a great visual presentation for the interior of the store by styling models, mannequins, and lighting fixtures.
- Followed procedures to ensure visual room is in accordance to company standards and inventory is up to date.

Design Within Reach - Tools for Living 11/09 - 02/11  
Santa Monica, CA

### *Sales Associate*

- Helped customers in a courteous, knowledgeable, and genuinely interested manner.
- Developed and maintained thorough knowledge of Design Within Reach products.
- Utilized the visual standards guidelines to ensure studio meets company standards at all times.

Andersen-Miller Design 09/08 - 01/09  
Culver City, CA

### *Design Intern*

- Scheduled meetings with sales representatives and clientele for project and fabric/furniture updates.
- Assisted designer/architect with projects, ideas, and marketing solutions.
- Filed and organized all material libraries, books, and magazines for an efficient design environment.

## education

Art Insitute of California - Los Angeles 01/11 - 06/13  
Santa Monica, CA

Bachelors of Science Degree, Interior Design

Member of Alpha Beta Gamma - International Business Honor Society

Awarded Graduate Best Portfolio in Interior Design

Fashion Insitute of Design & Merchandising 07/07 - 04/09  
Los Angeles, CA

Associate of Arts Degree, Interior Design

references upon request