

ELIZABETH TAPPER

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EDUCATION

Master of Interior Architecture

UCLA / Cal Poly | 2018-2019

Los Angeles, California | GPA 3.59

Certificate in Interior Design

UCLA Extension | 2016-2018

Los Angeles, California | GPA 3.39

Bachelor of Arts

Minor in Fashion Design

Syracuse University | 2009-2013

Syracuse, New York | GPA 3.20

Honors : Dean's List 2013

SKILLS

- Revit
- Drafting
- Sketching
- Detailing
- Rendering
- Adobe Illustrator & Photoshop
- Mood Boards
- FF&E/ Spec Sheets
- Microsoft Office
- Wix

INTERESTS

- Denver Broncos
- Cooking
- Gardening
- Skiing
- Reese's Book Club

PROFILE

Motivated design graduate with proven leadership and organizational skills. Passionate about design with specific interest in Commercial and Hospitality spaces. Eager to grow and learn alongside an experienced team. History of teamwork and goal achievement demonstrated through coursework, in-depth projects and 7+ years of school contributing to knowledge of art and design. Dedicated to learning, meeting objectives and achieving outcomes. Hardworking with focus on quality, enhancing the function of a space, and ensuring it meets a client's needs.

PROFESSIONAL EXPERIENCE

Front Desk Assistant

Burn60 | Los Angeles, CA | 2017-2020

- Facilitated front desk operations including booking classes, referring trainers, explaining the benefits of HIIT training, and assisting with payment processing and questions.
- Cultivated professional relationships with guests through active response and dedicated assistance.
- Operated live Zoom meetings for at-home workouts during COVID and provided technical troubleshooting.

Lead Home Stylist

West Elm | Denver, CO | 2014-2016

- Acquired detailed knowledge of all products, fabric, materials and décor carried by the company.
- Provided complimentary in-home visits to prospective clients to gather ideas and promote design services.
- Selected furniture, light fixtures, and accessories to create functional and inviting spaces to meet customer's vision while working within budget.
- Created custom to-scale floor plans and design boards for visual representation, including samples of fabrics, material finishes and products.
- Placed large purchase orders, arranged and remained on site for delivery and installation to ensure quality control.

Store Manager

The Blues Jean Bar | Denver, CO | 2013-2014

- Managed a staff, oversaw payroll and scheduling of three employees.
- Served as a liaison between the corporate office and the store operations.
- Directed and conducted marketing for in store events, and social media platforms.
- Built loyal customer base by delivering excellent service, stocking and ordering in-demand products, and offering personal recommendations.
- Balanced sales, reconciled cash and made bank deposits to facilitate opening and closing duties.