

Mandy Wong



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Education

New York School of Interior Design Associate in Applied Science	December 2010
Hunter College Bachelor of Arts, Studio Arts Minored in Art History	January 2008

Experience

Joyce D. Silverman Interiors, Inc. Interior Designer. Brooklyn, New York. Assisted in schematic designs of residential projects. Composed furniture layouts, elevations and renderings. Conducted site surveys. Composed technical drawings and specified fabrics and materials for custom furniture design and architectural design elements. Oversaw project management from conceptual design to final installation. Maintained relations with clients, vendors, contractors, architects and engineers. Placed FF&E orders. Oversaw and maintained client budgets and invoices. Implemented a new FF&E library.	October 2012 - Present
Maxine Shriber Design Part-Time Interior Designer. New York, New York. Composed technical drawings for residential design projects. Conducted site visits on residential project installations. Provided onsite surveys for residential projects. Corresponded with clients, contractors and vendors throughout project installations. Composed design packages for our web based interior design site, providing clients with a floor plan, 3D renderings, furniture selections and a color scheme. Placed residential fabric orders. Maintained social media outlets and weekly design blogs.	February 2012 – October 2012
Marcy V. Masterson, Inc. Part-Time Design Assistant. New York, New York. Assisted in selection of FF&E for residential design projects. Composed and edited quote packages for residential projects including pricing and specifications. Placed fabric, furniture and equipment orders. Organized and maintained FF&E library which included trips to the D&D building, A&D building and 200 Lexington. Arranged and oversaw delivery of residential projects. Maintained social media outlets.	February 2012 – October 2012
Solco Plumbing Supply Showroom Sales Consultant. Brooklyn, New York. Aided architects, designers, contractors and clients in the selection of faucets and fixtures for kitchen and bath renovations for commercial and residential projects. Conducted showroom and window display installations. Proposed bid packages for commercial projects including pricing, specifications and installation requirements. Composed and edited quotes for commercial and residential projects. Procured order inquiries. Oversaw shipment and delivery of residential and commercial projects. Conducted cash sales and daily revenues	September 2008 – March 2011

Qualifications

AutoCAD	Hand Drafting
AutoCAD Revit	Rendering
Vector Works	Model building
Studio Designer	Microsoft Office
Adobe Photoshop	Fluent in Cantonese