



IVANNA ELLSWORTH

INTERIOR DESIGNER

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IVANNAELLSWORTH.WIXSITE.COM 

SKILLS

- AutoCAD
- AdobeSuite
(Photoshop, InDesign, Illustrator)
- Microsoft Office
(Word, Excel, Powerpoint)
- SketchUp
- Procreate
- 20/20
- Revit

FINE ART

- Moss Mountain Farm: Designed and Produced Greeting Card Set
August 2023 - Present
- One Women Art Exhibition: Andres Confiserie Suisse
July 2019 - October 2019
- Andres Confiserie Suisse: Designed and Produced Greeting card set
December 2019-Present
- Gallery Showing at Kemper Museum
Dec. 2017 - Feb 2018
- Designed College Senior Show Invitations 2017

HIGHLIGHTS

- 6 years of professional experience in interior design and fine arts.
- Excellent interpersonal communication skills with clients
- 3 years' Experience Showroom Staging
- 5 Years' Experience in Warehouse Management
- Coordinated Annual Holiday Party for 250 People

EDUCATION

Park University; Parkville, Mo
Class of 2017
BFA Interior Design
Associates in Business Management
Summa Cum Laude
Dean's List 2013-2017

EXPERIANCE

P. Allen Smith and Associates; Little Rock, AR

Lead Interior Designer & Executive Assistant

Aug. 2020 - Present

- Interior Design - Worked closely with P Allen Smith in all aspects of the design process. In charge of measurements, design boards, specification, ordering and logistics. Managed orders from order placement to delivery, managed inventory of stock including furniture/art and overseaing repairs
- Executive Assistant - Responsible for scheduling for company executives. Arranged travel and accommodations for executives. Coordinated Speaking Appearances all across the country, including creating presentations. Organize and prepare for meetings, including gathering documents, hospitality, scheduling etc. Answering and responding to phone calls, communicate messages and information to the executives. Maintain various records and documents. Assisted in tours and events at Moss mountain farm from hospitality to management. As well as runing errands as requested.

Portfolio Kitchen & Home; Kansas City, MO

Associate Designer & Showroom/Warehouse Manager:

Jan. 2018- July 2020

- Associate Designer - Assisted with all phases of the design process which includes scheduling, bookkeeping, design, documentation, and material specifications, including the selection and specification of furniture. Worked on obtaining information as to space and design requirements, obtaining measurements and making sketches/renderings for clients.
- Showroom Manager - Maintaining showroom Standards, Displays and Upkeep of Resource library. Conducted Showroom Tours, Event Management and Hospitality.
- Warehouse Manager - Tracked current client Orders and deliveries, scheduled pickups and outgoing shipments. Maintained the Organization of the warehouse and updated warehouse inventory.
- Admin Assistant - Responsible for handling incoming/outgoing phone calls, message taking, scheduling, filing documents, drafting letters/emails, making copies and scanning. Also managed paying bills, invoicing and receipts, and incoming/outgoing mail and packages.

Traditions Furniture; Overland Park, KS

Sales & Designer: June 2017 - Dec 2018

- Worked with Clients to help make selections with furniture and material. Helped with Space planning and Organization.
- Maintained Showroom and Displays. Handled Opening and Closing procedures.
- Staging of Showroom Displays
- Managed Company Social Media.

George Terbovich Inc.; Kansas City, MO

Intern: Summer 2015 and 2016

- Assisted with Renderings, Scheduling, Material Selection, Site Visits, Meetings and Showroom Organization.