

# MONICA PALMER

Monica Palmer is a self-motivated hard worker who is full of energy and life. She is very easy to get along with and works great independently as well as part of a team. Monica is a natural leader who also has the ability to be lead and take direction. She is creative, innovative, detail oriented and technologically savvy which gives her a unique edge. She loves to work with people and is great at understanding what her clients want.

## EDUCATION:

The Illinois Institute of Art - Chicago, IL 2002 - 2005

2005 Graduate - 3.00 G.P.A.

B.F.A. Interior Design Major

Frank Cody H.S.- Detroit, MI 2002 Graduate

Honors: High school Salutatorian, Science department Award- June 2002,

Management Concepts Award, Michigan Merit Award recipient- May 2002.

Extracurricular Activities: Track & Field, Cross Country, Poetry book Editor - 2001

## EMPLOYMENT HISTORY:

Mekhaskhen Enterprises Inc.	June 2006 - Present	President
Chicago, IL 60615	Phone: (773)891-2707	
Event Planning & Scheduling		Graphic Design
Interior Design & Consultation		
Harley Ellis Architectural Firm	April 2005 - November 2005	Design Assistant
Chicago, IL 60654	Phone: (312) 951-8863	
Material, Finish, Furniture & Color Selection		Drafting & Rendering
Organization & maintenance of resource room		Presentation board construction
Scheduling meetings and presentations with Product Reps.		
Best Buy #323	August 2002 – April 2005	Wireless / Digital Imaging Senior
Chicago, IL 60622	Phone: (312) 988-4067	
Responsible for weekly business planning		Coaching / training employees, Sales.
Awards: Best Senior Award- 2004		Merchandising
Circuit City #3604	October 2001 - June 2002	Wireless Sales Counselor
Dearborn, MI 48126	Phone: (313) 982-1160	
Cellular phone and camera sales		Stocking, Cleaning, Cashier.
Clothing sales, Display set-up		
Sears	August 2000 - October 2001	Men's Department Sales Associate
Dearborn, Mi 48126	Phone: (313) 441-5900	
Clothing sales, Display set-up		Stocking, Cleaning, Cashier

## COMPUTER SKILLS:

Microsoft Word, Excel and Power Point • Adobe Illustrator, Photoshop and Indesign • AutoCAD • Autodesk VIZ

REFERENCES AVAILABLE UPON REQUEST