

CAROLINE KLEIN

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EXPERIENCE

Howard House Interiors | Design Assistant

August 2021 - March 2022

- Collaborated with principal designer on design solutions to meet the clients' goals, budget, and timeline
- Created and presented CAD drawings for finish specification instructions in kitchens and bathrooms
- Sourced and coordinated FF&E, communicating with both vendors and clients
- Created and presented deliverables for multi-million dollar residential design projects
- Organized and streamlined all aspects of fledgling business to maximize productivity

Costco Wholesale | Membership Supervisor

July 2020 - May 2021

- Provided logistical support to staff, guaranteeing exemplary customer service
- Developed and implemented new methods to improve the accuracy and efficacy of the membership department
- Drove customer-based solutions while protecting the company's profits

Costco Wholesale | Front End Supervisor

May 2016 - May 2018

- Wrote and maintained department schedule for 75 employees and oversaw Front End employees to maintain high-volume productivity, with daily sales over \$1,000,000
- Monitored department payroll budgets, sales projections, and motivated employee participation in marketing promotions
- Wrote employee performance reviews, interviewed prospective employees, and provided recommendations for hiring

Costco Wholesale | Merchandising Supervisor

October 2017 - March 2018

- Managed the top grossing produce department in Minnesota
- Placed orders and created merchandising plans based on top-selling items in the produce and fresh departments
- Communicated with corporate buyers to ensure proper product quantities and deliveries

EDUCATION

Converse University, CIDA accredited

*Bachelor of Fine Arts in
Interior Design, NASAD acc.*
May 2025
GPA: 4.0

Gonzaga University

*Bachelor of Science in
Public Relations and
Marketing Promotions*

May 2016

President's and Dean's List
GPA: 3.43

Gonzaga in Florence

Study Abroad Program

Florence, Italy

August 2014 - December 2014

RELEVANT SKILLS

- AutoCAD
- Revit
- SketchupPro
- Microsoft Office
- Google Applications
- Hand-rendering

RELEVANT COURSES

- Space Planning
- Color + Textile Design
- Residential Design
- Advanced AutoCAD
- Presentation Skills for ID
- Architectural Illustration