

Danna Smith

Summary

I am an Interior Design Graduate from Stephen F. Austin State University with over 30 years of experience in the Interior Design field. I am currently the Managing Designer for an award-winning interior design firm, Pamela Hope Designs, where we design various projects from residential and commercial design, remodels as well as new construction projects. I am also an adjunct faculty member with Houston Community College teaching Fundamentals of Interior Design. I am experienced in custom upholstery and case goods design, window treatment design, merchandising and project management. I am involved with our clients in all aspects of their project from design concept, space planning and selections and overseeing all contractors and trades working on each project.

Professional Experience

Pamela Hope Designs

Houston TX

Managing Designer

2015 – Present

- Responsible for client project research
- Client consultations, presentations, and selections
- Project and job site management
- Budget tracking
- Office management

Houston Community College

Houston TX

Adjunct Instructor

2019 – Present

- Instruction on Fundamentals of Interior Design

Kravet/Lee Jofa/Brunschwig

Houston TX

Lead Custom Sales Design Consultant

2011 – 2015

- Lead sales consultant for custom order furniture, fabrics, and rugs
- Client consultations and selections

Charles Ray & Associates

Houston TX

Showroom Manager

2005 – 2011

- Responsible for daily operations of custom order furniture showroom
- Client consultations and presentations
- Tracking all custom furniture and fabric orders

Norwalk The Furniture Idea

Houston TX

Various positions held/promoted within company

1990 – 1998

- Buyer-Merchandiser for Houston and Dallas Showrooms 1996-1998
 - Responsible for buying and merchandising 4 Houston showrooms
 - Duties included maintaining current furniture and accessories for all 4 Houston showrooms
 - Resourcing and updating sales floor with new styles of furniture and accessories for maximum sales for all 4 Houston showrooms
 - Assisted with buying and merchandising in the opening for 2 furniture showrooms in Dallas TX
 - Coordinated all special-order furniture and fabric orders for all 4 Houston showrooms
- Showroom Manager for Clear Lake location – 1994-1996
 - Duties included managing sales team of 5 and providing staff support for sales goals
 - Managed monthly showroom sales goals
 - Provided customer service for showroom clients
- Customer Service 1993-1994
 - Responsible for customer service for 4 Houston showrooms
 - Resolved client issues by providing solutions for client's needs
- Responsible for special-order furniture sales - 1990-1993
 - Maintained monthly sales goals
 - Provided space planning solutions for clientele
 - Assisted clients with furniture and fabrics selections for upholstery

Skills

- QuickBooks
- Excel
- PowerPoint

Education

Stephen F. Austin State University

Bachelor of Science Interior Design 1985-1989