

Interior Design Skills and Tools

Use the following lists to show the equipment and tools you have used and are familiar with on your resume. You may have additional technologies not shown on this list. List your tools in a separate section or under Skills/Qualifications.

Equipment and Tools

AutoCAD; Architectural Desktop; InDesign; Google SKETCHUP Pro; Chief Architect,; Photoshop; Adobe Illustrator; 3D Studio VIZ; MS Office; Color boards; Plotter; Arm and track drafting machines; Hand drafting instruments, including compass, dividers, parallel bars, triangles, architectural templates, and irregular curves; Technical pens and pencils.

Interior Design Skills

Use the following lists to show your technical skills on your resume and cover letter. You may have additional skills not shown on this list. List your skills in a separate Skills/Qualifications section on your resume. Highlight the most relevant skills in the middle paragraph of your cover letter.

Sample Skills/Skill Headings

- Interior Design and Planning
- Institutional and Commercial Design
- CAD & Other Design Tools
- Customer Service/Sales
- Conceptual Presentation
- Document Control
- Technical Documentation
- Estimating and Billing
- Space Planning
- Liaison to Architects/Contractors/Vendors
- Project & Account Management
- Proposal Development
- Project Coordination
- Retail Experience
- Construction Experience
- Landscape Design

Sample Skill Statements

- Analyze client's needs, goals, and life safety requirements
- Formulate preliminary design concepts that are aesthetic, appropriate, and functional, and in accordance with codes and standards
- Develop and present final design recommendations through appropriate presentation media

- Prepare working drawings and specifications for non-load bearing interior construction, reflected ceiling plans, lighting, interior detailing, materials, finishes, space planning, furnishings, fixtures, and equipment in compliance with universal accessibility guidelines and all applicable codes
- Familiar with basic contracts and construction specifications for residential and commercial projects
- Estimate material and labor costs of construction
- Draft floor plans, fixture layouts, and space planning
- Prepare 3-dimensional drawings and designs utilizing AutoCAD (Architectural Desktop, VIZ, etc.)
- Create, retrieve, and modify drawings using Google SKETCHUP
- Collaborate with professional services of other licensed practitioners in the technical areas of mechanical, electrical and load-bearing design as required for regulatory approval
- Prepare and administer bids and contract documents as the client's agent
- Prepare as-built drawings
- Take field measurements of site and existing structures
- Review and evaluate design solutions during implementation and upon completion
- Work with engineers, architects, property managers, customers, construction department, and outside vendors
- Work quickly and accurately under tight deadlines
- Work with design intent and design control documents
- Design and construct modular office buildings
- Design windows, ballisters, fireplace surrounds, spiral stairs, newell boxes, pavers, and columns
- Conceive, design, plan and construct models for new or modified structures
- Coordinate and determine quantity and types of materials, while planning sequences for ordering materials
- Analyze customer feedback to proposed designs
- Analyze customer interior space needs
- Apply art theory/history

- Apply government regulations
- Write technical bid packages
- Apply graphic arts techniques
- Apply marketing techniques to artistic products & services
- Provide material takeoffs from approved drawings
- Assist with basic design, inspection and code research
- Assist with reporting, development of schedules, spreadsheets, charts and estimates
- Produce photographic records of projects
- Communicate visually and verbally
- Create art from ideas
- Decorate using hand & power tools
- Draw prototypes/plans to scale
- Identify plants & flowers for decorative value
- Hand sketch conceptual space plans
- Assist in maintenance of AutoCAD/drawing library
- Knowledge of electrical wiring/schematics
- Meet deadlines
- Organize commercial artistic & design projects
- Solicit bids for materials
- Perceive color/balance/proportion
- Prepare artwork For camera/press
- Use characteristics of design materials
- Use computer design/graphics technology/software
- Use creativity in designing interior spaces
- Use hand tools