

# Michelle McKown

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[LinkedIn Profile](#)

Po [Portfolio](#)

## ABOUT ME

A professional who takes pride in being organized and accurate work experience. Experience in coordinating, planning, and budgeting. Demonstrated a history of showing initiative, enhancing processes, and following procedures.

## EXPERIENCE

### INTERIOR DESIGNER / CRATE & BARREL AUGUST 2024 - PRESENT

Created leads and designed floor plans daily for clients. Exceeded sales goals by over \$100,000 in the first quarter.

### ACCOUNTING ADMINISTRATIVE ASSISTANT RESOURCE SERVICE SOLUTIONS APRIL 2023 – 12/ 2023 AND 7/2024 – 12/2024

Organized and maintained files, updated statements and billing. Optimized the financial tracking system by cross-referencing data from multiple sources, identifying any inconsistencies and taking corrective action as needed.

### CORPORATE ACCOUNTING RECEPTIONIST KVC

JANUARY 2020 – MARCH 2023

Streamlined the deposit operations process, enhancing both accuracy and efficiency. Created a front desk procedures manual and managed sensitive information with discretion.

### MARKETING AND MANAGEMENT CALIFORNIA PIZZA KITCHEN JUNE 2013 – AUGUST 2016

Managed marketing strategies to enhance brand awareness locally and regionally. Achieved a 20% increase in store profits through effective local marketing and fundraising initiatives. Proactively identified and resolved operational issues. Established inventory control practices that minimized waste.

## SKILLS

- Microsoft and Google Office
- AutoCAD
- Chief Architect
- Organizational Software
- Canva
- Adobe Illustrator and Photoshop

# **EDUCATION**

**INTERIOR DESIGN ASSOCIATE OF APPLIED SCIENCE, JOHNSON COUNTY COMMUNITY COLLEGE  
MAY 2005**

Honor Roll and Dean's Honor

**KITCHEN AND BATH CERTIFICATION, JOHNSON COUNTY COMMUNITY COLLEGE  
GRADUATION DATE: DECEMBER 2025**

Honor Roll

## **COMPETITION/JUDGE**

Student Judge, KCH&G 2005

Professional Judge, KCH&G 2009 & 2010

## **Professional Board**

Communications Director for ASID 2008-2010