

# Michelle McKown

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WWW: [Bold Profile](#)

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## WEBSITES, PORTFOLIOS, PROFILES

- [mjmckown.com](http://mjmckown.com)

## PROFESSIONAL SUMMARY

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.

## SKILLS

- Microsoft Office Suite
- Google Suites
- AutoCAD
- Chief Architect
- Asana
- Monday
- Canva
- Adobe Illustrator and Photoshop
- Client Communication
- Interior design
- Team Management
- People Management
- Project Management
- Creativity and Innovation

## WORK HISTORY

### **DIRECTOR OF FIRST IMPRESSION /CONTRACT** | 04/2024 to Current **Keller Williams Overland Park - Overland Park**

- Inventoried and bought all office supplies for the leadership team.
- Organized all areas for better functionality and access.
- Greeted all clients, agents, and guests.
- Developed strong rapport with clients and colleagues, fostering long-lasting professional relationships.
- Participated actively in continuous improvement initiatives aimed at streamlining front desk functions for maximum efficiency.
- Organized office events and meetings, ensuring seamless execution and participant satisfaction.

### **INTERIOR DESIGNER** | 05/2022 to Current **MJ Interiors KC/MMB Designs - Overland Park, KS**

- Developed client relationships and provided design solutions that met needs and budgets without compromising quality or design intent.
- Created professional presentations using AutoCAD LT and Chief Architecture to communicate design intent and direction creatively.
- Designed floor plans, elevations, 3D perspective views, and material boards for review and presentation.
- Selected and sourced materials, furniture, and accessories for aesthetically pleasing

spaces.

**ACCOUNTING ADMINISTRATIVE ASSISTANT | 04/2023 to 12/2023**

**Resource Service Solutions - Olathe, KS**

- Organized and maintained over 300 client files with updated statements and billing information.
- Responded thoroughly to all vendor inquiries and managed the onboarding process with vendors.
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Optimized financial tracking systems by cross-referencing data from multiple sources, identifying any inconsistencies or inaccuracies, and taking corrective action as needed.

**CORPORATE ACCOUNTING RECEPTIONIST | 01/2021 to 03/2023**

**KVC - Olathe, KS**

- Streamlined the deposit operation process for all of corporate including 6 other offices in the United States, improving accuracy and efficiency while reducing processing time.
- Developed front desk procedures manual.
- Demonstrated strong multitasking abilities while managing numerous tasks simultaneously under tight deadlines.
- Handled sensitive information with discretion while maintaining strict confidentiality standards.

**MARKETING AND MANAGEMENT | 06/2014 to 08/2016**

**California Pizza Kitchen - Leawood, KS**

- Oversaw marketing efforts for brand recognition both locally and regionally.
- Increased store profits by 20% through local marketing and fundraising opportunities.
- Quickly identified and resolved problem situations.
- Implemented inventory control measures, reducing waste and ensuring optimal stock levels.

**EDUCATION**

**Johnson County Community College - Overland Park, KS | ASSOCIATES IN APPLIED SCIENCE  
INTERIOR DESIGN**

05/2005

- Honors: Dean's Honor Roll, ASID Achievement Award
- Kitchen and Bath Certification
- Floral Design Certification

**COMPETITION/JUDGE**

Student Judge, KCH&G 2005

Professional Judge, KCH&G 2009 & 2010