

Jane Mineo, A.S.I.D.
17131 W. Saguaro Lane, Surprise, AZ 85388
(623) 505-8872

AREAS OF EXPERTISE:

30 years experience providing clients interior design services, recruiting new accounts, writing and present sales training seminars.

CREDENTIALS:

A.S.I.D. member.

EXPERIENCE:

2005-2006

INTERIOR DESIGNER/SALES.

Glabman Furniture Store, Costa Mesa, CA

Coordinated and designed all phases of residential and commercial interiors/exterior.

1997-2005

INTERIOR DESIGNER

Jane Mineo Interiors, Upland, CA

Recruited commercial and private accounts. Negotiated and consummated business contracts. Provided all phases of commercial and residential exterior/interior design.

1995-1997

INTERIOR DESIGNER/SALES

Ethan Allen Furniture, Upland, CA

Assumed duties of manager in his absence. Wrote, organized and presented sales/business seminars. Recruited commercial and private accounts. Negotiated and consummated business contracts. Provided all phases of commercial and residential exterior/interior design.

1991-1995

INTERIOR DESIGNER/SALES

Jane Mineo Interiors, West Hollywood, CA

Provided commercial and residential interior/exterior design .

1989-1990

INTERIOR DESIGNER/SALES

Valley Manor Ethan Allen Gallery, Glendale, CA

Same responsibilities as Ethan Allen Furniture, Upland, CA.

1984-1989

INTERIOR DESIGNER/SALES

Jamestown Manor Ethan Allen Gallery, Pasadena, CA

Researched, composed and presented sales seminars. Presented residential and commercial design proposals. Sales volume exceeded \$550,000 in 1986. Presented decorating training seminars to new designers.

1980-1982

SALES PERSON/DESIGNER

S.A.M. Office Furniture, Houston, TX

Recruited new accounts, making cold calls, in-person company canvassing. Supervised decorators with accounts offering decorating expertise. Composed and presented sales seminars to corporations, recruiting new accounts. Received top sales award for corporate account development in 1986.

1978-1980

DEPARTMENT MANAGER/INTERIOR DESIGNER

Hengerer's Department Store, Amherst, NY

Interviewed, hired, evaluated and supervised decorators. Responsible for all administrative procedures. Designed and organized stock inventory procedures. Conducted seminars teaching sales fundamentals, time management and decorating.

1976-1978

INTERIOR DESIGNER/SALES

Jackson Interiors, Williamsville, NY

Recruited commercial and residential accounts. Developed floor plans utilizing architectural blueprints. Identified client's decorating needs. Coordinated and designed complete residential and commercial interiors. Decorated football star O.J. Simpson's private residence.

EDUCATION:

Bryant & Stratton College, Buffalo, NY. Associate Degree: Business, 1974.

State University of New York, Buffalo, NY. Course work: Art History & Design, 1964.

Chicago Institute of Design, Chicago, IL. Degree: Interior Design, 1963.

REFERENCES: Available upon request.