

Susan Williams

Operations Manager // Graphic Designer // Illustrator

// EXPERIENCE //

2021-2023 *Operations and Procurement Manager*
Studio Wellington, Sandy Springs, GA

Managed day-to-day studio operations and orders for all current and past design projects. Responsibilities included:

- Client and vendor communications regarding new orders, tracking, shipping issues, and ETAs for materials
- Vendor account management, relations, and organization of all log-ins/passwords for trade catalogs
- Materials Library organization and inventory management for e-commerce sales and client ordered materials
- New client, Vendor, and employee account set ups
- Scheduling and preparation for Client, Vendor, and internal team meetings
- Tracking, receiving, and inspecting all deliveries to studio and project sites
- Preparation of all materials needed for final installations and on-site support as needed
- Graphic design for promotional materials, apparel design, and brand development
- File management of all company financial records and compilation of quarterly and yearly financial reports

2020 - 2021 *Junior Interior Designer*
SGA Designs and Studio Wellington, Sandy Springs, GA

Assisted principal designers with the design and construction of residential interiors to create tailored, purposeful spaces. Including using Revit to create custom scaled drawings of cabinetry and building plans. Recorded and organized detailed notes and accurate measurements for easy reference by principal designers; and created design presentations and custom furniture renderings for clients.

2020 *Opening Manager*
El Tesoro, Edgewood, GA

Managed all morning front of house operations, Maintained and stocked espresso bar and front of house during service. Managed register and acted as head barista during morning hours. Delegated tasks to team members and communicated any issues with owners.

SusanWilliamsArts@gmail.com

// CONTACT //

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770.714.2240

// PORTFOLIO //

SusanWilliamsArts.com

// HARD SKILLS //

Google Workspace ● ● ● ● ●
Adobe CC ● ● ● ● ○
Harmony ● ● ● ○ ○

// SOFT SKILLS //

- Organization
- Critical Thinking
- Detail Oriented
- Customer Service
- Adaptability
- Time-Management
- Creativity

// EDUCATION //

GEORGIA SOUTHERN UNIVERSITY
Bachelor of Arts in Studio Art
Minor in Animation
Minor in Writing

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