
From: jeffrey E. <jeevacation@gmail.com>
Sent: Tuesday, August 5, 2014 11:59 AM
To: [REDACTED]
Subject: Re:

do one for foundation work

On Tue, Aug 5, 2014 at 12:57 AM, [REDACTED] > wrote:

morning my sneaky !

jus= reminding , I sent my resume with the duties I did at the com=any giving brief details , so now I have to make description upon the info=I made up. Would you please take a look at the company and see what I coul= have else done there that would look realistic , thank you:))))

On Mon,=Aug 4, 2014 at 10:53 PM, [REDACTED]
wrote:

----- Forwarded message -----

From: [REDACTED]

Subject: Re:

To: "jeffrey E.&q=ot; <jeevacation@gmail.com <mailto:jeevacation@gmail.com> >

tural

[REDACTED]

[REDACTED]

On Sat, Aug 2= 2014 at 8:24 PM, jeffrey E. <jeevacation@gmail.com <mailto:jeevacation@gmail.com>>
wr=te:

[REDACTED]

7:31 PM (48 minutes ago)
<<https://mail.google.com/mail/u/0/images/cl=ardot.gif>>

to me
<<https://mail.google.com/mail/u/0/images/cleardot.gif>>

presentation.

[REDACTED]

as an interior design assistant at The SILK Designs Company I was involved in design tasks including space planning, concept design, design development, construction documents, the development of renderings and designs for final presentations and proposals. I was=20 responsible for establishing a daily schedule and making appointments=20 for an interior designer, arranging transportation, setting up meeting rooms for presentations, ordering supplies for the office in addition to obtaining supplies for specific jobs and maintaining a positive working relationship with all store associates. In addition to that, part of my duties was budget management which included assistance to an interior designer to achieve established In-Home program sales goals, accurate order information,

collection of deposits and fees, keeping orderly customer records, and researching customer payments=20 and deliveries.

[REDACTED]

[REDACTED]

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