

MELISSA TRUJILLO

INTERIOR DESIGN PROFESSIONAL

Warrenville, IL | (630) 577-7390 | melissatrujillointeriors@gmail.com

PROFESSIONAL SUMMARY

Interior design student with a strong foundation in concept development and design software. Pursuing a Kitchen & Bath Design Certificate to specialize in functional, refined residential interiors. Fluent in Spanish, detail-oriented, and eager to grow in a collaborative design environment.

EDUCATION

ASSOCIATE - IN
APPLIED SCIENCE,
INTERIOR DESIGN

- College of DuPage - Glen Ellyn , IL
 - Graduation: May 2026
 - Certificate: Kitchen and Bath Design (In Progress)
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SKILLS

- **Software - Autodesk AutoCAD / Chief Architect / 2020 Design**
 - **Project Management Software - Monday / BuilderTrend**
 - **Code Knowledge • Concept Development**
 - **Microsoft 365 (Word , Excel , Power Point)**
 - **Bilingual (Spanish)**
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WORK EXPERIENCE

OFFICE MANAGER

E&L Painting LLC
Batavia , IL
January 2019 - May 2025

Job Duties / Responsibilities

- Streamlined office operations by initiating improved workflows and enhancing communication among clients, vendors, and team members
- Coordinated cross-functional efforts to ensure project alignment, on-time delivery, and team accountability

KITCHEN DESIGNER ASSISTANT

Builder Supply Outlet
Broadview, IL
January 2026 - May 2026

Job Duties / Responsibilities

- Assisted with cabinet layouts and product selections.
- Coordinated cabinet orders and tracked deliveries.
- Reviewed construction documents for design accuracy.
- Communicated with vendors to resolve ordering and warranty issues.
- Supported designers throughout client consultations and project coordination.