

ELENA TRICOMI  
FF&E Designer & Graphic Designer  
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## **PROFESSIONAL EXPERIENCE**

### **October 2017/ present – ‘India Jane’ Interiors , London Interior Design Consultant**

- Work alongside Interior Design team to ensure the correct visual strategy is met at all times
- Work alongside the Manager Department to maximize sales and achieve store and Company goals
- Regular meetings with Management Team to ensure weekly targets are achieved and exceeded when possible
- Keep and updated a clientele book with customer contact information
- Worked diligently in a fast pace environment while taking care of multiple clients at a time.
- Coordinated delivery with customers and warehouse personnel

### **November 2014/2017 – ‘Anthropologie’, London Manager**

- Work alongside the Department Manager to maximize sales and achieve store and Company goals
- Responsible of the furniture department
- Work alongside VM team to ensure the correct visual strategy is met at all times
- Weekly Business Report
- Regular meetings with Management Team to ensure weekly targets are achieved and exceeded when possible
- Interviewing
- Project management of monthly store events
- Recruiting, training, supervising and appraising staff.
- Manage the shop floor (team of 15/30 people) to achieve a high level of service and ensure a positive and upbeat store environment for customers and staff alike
- Execute projects by priority with a commercial and customer centric mindset

### **April 2013/ongoing – ‘ET Design Studio’, Freelance Founder & Owner**

- Developing interior design principles & layouts for private clients
- Interior Styling
- Packaging design & graphics development for private clients and businesses to include Ancorotti Cosmetics (major Italian cosmetic producer)
- Creating design accessories for key clients for use in exhibitions and street markets
- Designing corporate identity packages and collaterals for key clients

### **September 2012/March 2013 - ‘Imei Division’ Gifting & Beauty company, Milan, Italy Junior Graphic Designer**

- Graphic designer, team member, creating Indesign presentations, catalogues and advertising.
- Client management, handling key account personnel and ensuring needs met
- New trends research, and producing innovative new design products

**April 2010/August 2012 - Società Gestione Patrimoni, Milan**  
**Junior Graphic Designer**

- Designing corporate identity and image support
- Designing brochure for clients
- Creating weekly advertising newsletters

**September 2010/March 2011 – ‘Ancorotti Cosmetics’ Crema, Italy**  
**Junior Graphic Designer**

- Graphic design leader, creating packaging design, catalogues & presentations
- Ensure artworks were in line with brand guidelines
- Design and creation of mock-ups
- Relationship management with International Suppliers and event management for supplier conference and to define details and reach agreements
- New trends research, and producing innovative new design products
- Managed marketing team of 4 people

**September 2006/June 2010 - ‘J2 Design’, London**  
**Interior Designer**

- FF&E Design and layout for luxury hotels, clubs and spa
- Design of key interior features, e.g. furniture design & materials (Autocad), lighting and graphics (Adobe Suite).
- Relationship management with Suppliers and event management for supplier conference.

**ACHIEVEMENTS:**

From Christmas Temp sale associate to a manager role in less that 1 year, been proactive and coming up with ideas and suggestions to improve the “one to one” customer care, like sending weekly personalized emails with new collection received in store

Able to manage a team of 30 members, motivating them with a positive and strong “I can do attitude”, meeting budgets for 3 quarters

Been selected from Ancorotti Cosmetics, one of the major cosmetics producer in Italy, for a special design for the annual exhibition “Make up in Paris 2013 “

Been selected to create and artwork for a glass company, from concept to prototype

As junior FF&E designer I was able to combine and deliver a large quantity of precious fabrics for an exclusive night club project abroad in 3 weeks

**EDUCATION**

**Oct. '03 – Jun. '06 IED University, Milan**

Degree in Interior Design

Additional Quals. Web Design & Editing – TMS School & Sole 24 Ore, Milan (Jun. – Aug. '13)

Dreamweaver & Flash – Abeaform, Milan (Jun. – Jul. '13)

B&W Film-making – LCC University, London (Jan. – Mar. '09)

3D Modelling & Animation – LCC University, London (Nov. 08 – Feb. '09)

Software Skills Adobe Creative Suite, AutoCAD 2D & 3D, Vectorworks, Virtual Design Studio, Rhinoceros, 3D Studio Max, Flash, Dreamweaver, MS Office, Oracle, EDW.

## **OTHER SKILLS & COMPETENCIES**

Design Skills	Adobe Creative Suite – Autocad 2d – MS Office
Languages	Italian (Native speaker), English (fluent written/spoken), French (basic)
Team Skills	Excellent verbal/written communication skills Strong team player, and self-starting independent worker Methodical & structured approach; close attention to detail Time management & multi-tasking skills even under pressure / deadlines Proactive, dynamic, creative & enthusiastic; positive attitude to challenges Able to find creative and innovative solutions to problems Strong thinking & problem-solving
Hobbies	Photography, Art Exhibitions, DIY, Sewing, Fashion & Music Events.