

From: "jeffrey E." <jeevacation@gmail.com>

To: [REDACTED] <[REDACTED]>

Subject:

Date: Sun, 03 Aug 2014 02:24:28 +0000

[REDACTED] 7:31 PM (48 minutes ago)

to me

SILK Designs Interior Design Company New York, New York
Assistant, November 2012 - present

- Contributed to the development of design concepts and delivered it to a final presentation.
- Ensured code compliance (commercial grade) of all fabrics and finishes
- Organized and maintain SOWs, contracts, and legal agreements
- Provided administrative support and coordinated meetings with clients

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 responsible for establishing a daily schedule and making appointments 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 and deliveries.

Multilateral Diplomacy Summer School at the United Nations Headquarters New York, NY

June 2013

In

June 2013, the UN Institute for Training and Research (UNITAR), the New York Office initiated an intensive programme on multilateralism. This course aimed to extend my understanding of, and an appreciation for, multilateralism as a young professional in global affairs. Along with other seventeen students I was trained in the concepts of multilateralism, and its origins. I participated in the various work of the UN, including: the Millennium Development Goals and the Post 2015 Sustainable Development Agenda; the role of the UN Peacekeeping Operations; and, the goals of the Department of Political Affairs. To this end, I was also able to gain first hand insights about the UN through the medium of presentation and discourse with unique UN staff.

During

the program I learned that multilateralism is both critical but complex and that it requires inter alia cooperation to reach an agreements. It enhanced my ability to negotiate and to work cooperatively, especially if the quest involved shared consensus that needs to be both broad and lasting. I conducted a detailed analysis of

The Millennium Development Project-2015 which focused on access to clean water and basic sanitation in Africa and I produced a research paper that was selected for publication by the United Nations Institute of Training and Research. Here is the link for my work

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please note

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