

**Abby Meyer:
Summer
Internship**

Final Journal

Jobs completed/responsibilities

- Sorting fabric inventory and returning memos to ADAC showrooms
- Getting price/stock
- Furniture and accessory selections
- Delivering and picking up fabric from upholsterer
- Attend client meetings
- Lighting selections
- Fabric selections/scheming
- Office management responsibilities
- Input items into studio designer for proposals
- Receive and sort inventory
- Deliver items to clients' houses

Greatest abilities/areas to improve:

- Abilities: I have a good eye/taste for fabric, furniture, etc. and I have become better at pulling for schemes over time. I also am very task oriented in general so I can be put in charge of getting things done and don't have to be followed up with. I manage my time well and I am proactive. I always try to find things to do and I ask the girls what I can do to help them with their projects.
- Areas to improve: I want to continue to improve on learning the details of project management. I also know in the future I will have to get more creative with problem solving as issues come up that have to be dealt with.

Quality Rating:

In rating myself as an intern, I would give myself a 4.5 out of 5 because I know there is always room for improvement! I am always on time and dress professionally. I always stay busy and never sit around waiting to be told what to do. I think I have proven that I am capable of handling responsibilities and getting tasks done. I have been told that I have been doing great by Jessica and the other girls and hope to continue to do so during the year as I work with them!

Advice for future interns:

My biggest piece of advice for interns is to always stay busy (even if you have to look busy). Be proactive and see what needs to be done or how you can help out. Also take advantage of being in the industry and make relationships with people! I would say at this point I know people personally at most of the showrooms at ADAC and they know me. It's a small world and everyone knows each other so it's beneficial to take advantage of networking on a daily basis. Lastly, fake it til you make it! Be confident fulfilling tasks and put your best foot forward. Act professional, but also never be afraid to ask questions.

“Career lessons learned”:

I have learned the importance of being very detail oriented in project management. When ordering and following up on things, it is vital to remember you are dealing with expensive items and it is in your hands. It is also necessary to know how to communicate with people well, both with clients and coworkers. Honesty is always the best way to go in dealing with clients when problems arise along the way.

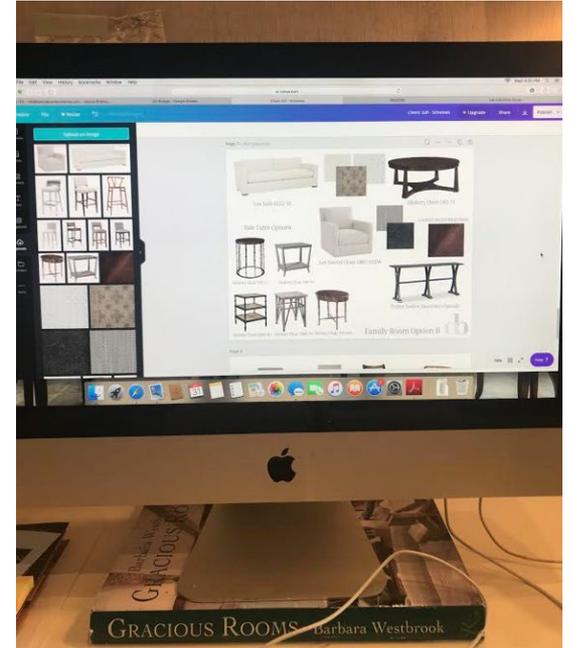
Pictures:



Birding at the Mart!



An event at dk Gallery Jessica was a part of



Putting together a scheme board for a client