

SOPHIE ROTHERHAM

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Recent undergraduate student from the University of St. Thomas (Minnesota). Employed as an Interior Design Assistant at Foord Design Studio. Has developed advanced skills in communications as well as design concepts. Excited and motivated to continue my career as an influential woman in the design world.

EXPERIENCE

Interior Design Assistant & Marketing Coordinator

Foord Design Studio · March 2023 – Present

Assist the owner in all aspects of interior design, including client meetings, sourcing furniture, fabric samples, and decor, and managing follow-up tasks with 50+ clients and vendors. Create polished presentations and proposals to support design projects. Oversee social media and marketing efforts, implement SEO strategies, and manage affiliate marketing to promote the brand and drive engagement.

Intramural Coordinator & Social Media Coordinator

University of St. Thomas · September 2022 – May 2024

Ensure smooth operations for all participants in intramural sports as well as schedule game times, tend to score keeping, and handle set up and take down of various sporting equipment. Coordinated and managed social media content to promote intramural events.

E-Commerce & Marketing Coordinator

Elite Recognition · April 2021 – August 2023

Managed online store inventory while ensuring the site's aesthetics and functionality met customer needs. Executed seasonal product rotations, pricing updates, and website changes. Ran reports, contributed to monthly customer specials, and supported sales staff. Handled all marketing activities for the business.

Graphic Designer & Content Manager

The Elite Group · June 2017 – August 2022

Organized merchandise while creating a relationship with each client and helped create logos and designs that aligned with their company's vision while managing social media content and engagement.

SKILLS

- Verbal Communication
- Design Thinking
- Teamwork
- Attention to Detail
- Customer Service
- Collaborative Problem Solving
- Enhancing Quality
- UI/UX Design
- Organization
- Microsoft Office Suite
- All Google Services
- Adobe Creative Cloud
- HTML/CSS
- AutoCad
- Trello
- Asana
- Brand Management
- OMG Platform
- Sage Intacct

EDUCATION

University of St. Thomas

September 2021 – May 2024

Major: Design

Minor: Communications

GPA: 3.81

Notre Dame de la Baie Academy

September 2017 – May 2021

GPA: 3.8

AWARDS & ACTIVITIES

- Club Tennis
 - Participated in the University of St. Thomas' Club Tennis and managed linked social media accounts while handling all graphic design for the platforms. 2022–2024
- University of St. Thomas Dean's List
 - Fall 2021, Spring 2022, Fall 2022, Spring 2023, Fall 2023, Spring 2024
- Communications Specialist of Student Government
 - Created content for student events on social media platforms and handled all graphic design for these platforms. 2020–2021
- Varsity Tennis Captain
 - Played varsity and club tennis all four years of high school, served as captain for both teams during my senior year, and handled all graphic design for related team materials. 2017–2021

REFERENCES

Available on request.

