

Glenda A. Jones
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Work History

Geeda J. Fashion & Geeda J. Interior 2010-Present

Business Owner - Geeda J. Fashion – 1/2010 – Present

- Planned business objectives and strategy to for a profitable small business averaging \$45K in annual profit
- Designed & Manufactured women’s clothing, footwear, and jewelry concepts for any occasions including 27 collections
- Implemented a grand opening of a brick-and-mortar store to market and sell merchandise
- Expanded operations to online sales and personally developed the internet storefront website & social media content
- Coordinate 27 fashion show events, photo shoots and model casting call

Business Owner - Geeda J. Interior - 6/2018 – Present

- Expanded small business from fashion only to include interior design completing over 21 design projects
- Lead design projects from residential to commercial and rated best of Houzz 4 years in a row
- Coordinated & partnered with local construction businesses to see design concepts implemented
- Mastered 2D and 3D rendering software to provide best in class pre-design concepts for clients
- Developed interior design website and managed social media content

Smith & Noble – 3/2017 – 5/2022

Interior Designer– 3/2017 – 5/2022

- Performed interior design work specializing in window treatments and averaged \$700,000 in sales annually
- Conducted virtual appointments and guided clients through the design process for 120+ projects with a 98% measurement accuracy rate
- Ensured window treatments were properly installed by contractors and educated clients on operation
- Lead window treatment selection to compliment furniture and provided room décor consultation

Design Materials Inc. 2015-2017

Interior Designer– 8/2015

- Scheduled in-home and showroom appointments to determine clients design concept and budget
- Developed designs and planning concepts for customers on home and commercial remodel projects
- Managed sales process from initial meeting, product selection, purchasing/ordering, and delivery
- Collaborated with architects and building contractors regarding product specifications for construction
- Ordered material through business partners and coordinated shipping of freight
- Analyze vendor quotes and select products from suppliers based on price and quality.
- Work with vendors to expedited delivery and resolving product issues.

Valley National Bank: Clifton, NJ - 5/2002 – 8/2005

Customer Service Representative & Mortgage Broker

- Promoted from commercial teller to customer service representative in first year.
- Handled various accounting transactions and reconciliation tasks
- Provided account status data whenever requires and handled phone inquiries
- Informed customers about various bank products
- Trained and supervised 15 new hire employees
- Collected loan payments and placed holds on accounts for uncollected funds, according to organizational procedures.

Education

- **Bachelors of Business Administration, w/ focus on Small Business MGMT** (3.2 GPA)
Central Michigan University; Mt. Pleasant, MI; class of 2012
- **Associates of Business Administration** (GPA 3.0)
Bossier Community College; Bossier City, LA; class of 2005
- **Associates of Refrigeration and Air Conditioning** (GPA 3.0)
Dupiney Community College; Roseau, Dominica; class of 1988

(Level 1 = No Knowledge, Level 5 = Can Teach)

- Microsoft Excel (Level 4)
- Microsoft Outlook (Level 5)
- Google-Drive (Level 4)
- 2D and 3D Design Software (CAD) (Level 5)
- Great Plains Software (Level 5)
- Microsoft Word (Level 4)
- Blueprint Analysis (Level 4)
- Architectural Drawing (Level 4)

Awards and Acknowledgements

- 2015 Style and design KENS5 News Anchor Karen Grace for SA dancing with the stars
- 2016 Style and design FOX 29 News Anchor Kimberly Crawford for Magazine cover
- 2017 SA Woman Magazine's Most Inspirational Woman
- 2017 San Antonio Fashion Awards Fashion debut
- 2018 – 2022 – Best of Houzz Award

Related Websites

- <https://geedajfashion.com>
- <https://www.geedajinterior.com/>
- <https://fineartamerica.com/profiles/glendajones>
- [GEEDA J. INTERIOR - Project Photos & Reviews - San Antonio, TX US | Houzz](#)