

## KEY AREAS OF EXPERTISE

Adobe Suite And Sketchup
Creative Problem Solving
Project Management
Interior Staging
Idea Generation
Detail Oriented

# EDUCATION

### Kendall College Of Art & Design

Grand Rapids, Michigan 1984- 1988

# CONTACT

#### Lisa Siebert

(616) 822 - 2242 lisasiebertartanddesign@gmail.com

### REFERENCE

Paige Avila - Stoffer Home (219) 781 - 2113 paige@jeanstofferdesign.com

# LISA SIEBERT

### ABOUT

I have been creating and designing for over 35 years. My artistic journey started when I fell in love with oil paints in my early teens, I then went on to pursue a BFA in Advertising and Graphic Design, minoring in Fine Arts. I have spent most of my adult years raising a family, and growing my online business, Looploft. I have a passion for space planning and curating interiors that have layers of depth, bringing together personal objects, found pieces, and those special new items that pull a space together!

### EXPERIENCE

# Stoffer Home & Jean Stoffer Design, Grand Rapids MI Purchase Order & Customer Service Manager

- · Responsible for all lighting, hardware and rug orders.
- · Having relationships with vendors representing these products.
- Place orders and keep the customer informed on order status
- Fulfill the online orders once items ship.
- · Manage customer returns, exchanges, and order canceling.

### **Manager Shipping & Inventory Associate**

- · Responsible for packing and shipping home goods and art.
- Inventory management for products in our store.
- · Maintaining shipping and office supplies.
- · Facilitating all online order returns.

### Small Business Owner - Looploft, 2008 - Present

- · Manage all retail and wholesale transactions
- · Create, make, package and ship products
- Consistently produced 50% growth while accumulating 4,500+ retail sales
- · Oversaw multiple wholesale accounts
- Created custom designs for wholesale clients

Commissioned by TEDDE, a NYC toy company, to create a custom teddy bear, this bear was featured in the New York times Newspaper.

Commissioned by Hardi Grant Publications to create a custom textile pattern to be published in their Crafternoon book series.

My Looploft tooth fairy pillow was featured in the national publication, Family Fun Magazine.