

ANNICE PORTER

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 [LinkedIn](#)

 [Portfolio](#)

PERSONAL PROFILE

I am a creative and detail-oriented Interior Design Graduate with a strong passion for vibrant, welcoming spatial design. With a speciality for 3D Rendering and Visual Storytelling, I have a love for digital design and proven ability to balance design skills with organisational and client-facing responsibilities in face-paced roles.

EDUCATION

Kingston University

BA (Hons) Interior Design - 2:1 With Honours

2021-2024

- Focused on colour theory, materiality, spatial planning, and digital visualisation.
- Developed strong technical skills in 3D Rendering software and overall design communication through Adobe Software and physical technical drawing.

Chislehurst and Sidcup Grammar School

A-Levels - Art, Geography and Physics

2019 - 2021

EXPERIENCE

Ebbsfleet Blinds Ltd - Administration Officer

May 2024 - Present

- Manage client bookings, quotations, and order processing.
- Liaise with regional suppliers across Kent and South East London.
- Contributed to business growth by expanding the product range and accelerating sales processes.

Tesco Stores Ltd - Step-Up Shift Leader

December 2021 - Present

- Providing leadership support on shifts, including supervising staff and managing daily store operations.
- Overseeing warehouse safety, stock intake, and exceptional customer service across all departments.
- Trusted with administrative tasks and operational decision-making.

Ebbsfleet Blinds Ltd - Blinds Installation Assistant

October 2021 - December 2021

- Measured and installed custom blinds and curtains in domestic and commercial spaces.
- Guided clients in selecting products that suited their interiors and budgets.

ADDITIONAL EXPERIENCE

- Co-represented Ebbsfleet Blinds at the Chislehurst and Sidcup Careers Fair in 2024 and 2025, promoting career pathways and work experience opportunities to students.
- Member of Mensa International

SKILLS

- 3D Visualisation and Rendering
- Adobe Creative Suite and Vectorworks
- Client Communication and Sales
- Spatial Planning
- Time management
- Problem Solving