

# Gary Knox | Office Designer

Location: Stafford  
Telephone: 07912 879722  
Email: garyknox74@gmail.com

## Professional Profile

I have been involved in the office furniture industry (primarily office layout design) for the last 20 years working for various companies.

I have a great understanding of what makes an ideal office layout for space utilisation and also the correct environment for it's workers. I have vast experience using Autocad software and I am currently looking at other 3d software to broaden my skills of which I now use Pcon Planner and Sketchup and recently started using Revit. I am currently developing VR for the industry. I have a wide range of product knowledge within the industry. I am also proficient with the microsoft office suite, web design, email marketing and running ecommerce solutions.

- Very Good IT skills
- Good knowledge of Autocad software
- Good Knowledge of Pcon Planner, Sketchup and Revit
- Good knowledge of Microsoft Office products
- Good communication skills
- Good organisational skills
- Good time management
- Able to work under pressure to meet deadlines.
- Vast knowledge of the office furniture trade
- Very good at solving problems.

## Career Summary

**August 2012 - Present**

**Ideal Office Furniture  
Space Planner / Consultant (Part Time)**

### *Key Responsibilities*

- Designing office layouts from rough sketches emailed to me by the sales person.
- Advise the sales person on what furniture would be relevant and most suited for each job.
- Converse with the end user when required to make sure the final design is exactly what they after.

### *Key Achievement/Projects*

- With Ideal office furniture one of my main achievements was playing a pivotal role in securing a contract worth over £500,000.

**August 2011 – Present**

**Dgi Media  
Partner**

### *Outline*

We run a small IT firm in our spare time which involves various bespoke solutions for companies.

### *Key Responsibilities*

- Website design and scripting
- Bespoke Microsoft office products
- Email Marketing

### *Key Achievement/Projects*

- Started own business and still going today

**August 2000 – July 2011**

**Choice Office Furniture, Stoke on Trent  
Space Planner / Consultant**

### *Key Responsibilities*

- Designing office layouts from rough sketches emailed to me by the sales person.
- Advise the sales person on what furniture would be relevant and most suited for each job.
- Converse with the end user when required to make sure the final design is exactly what they after.
- In charge of all major fit outs with regards to ordering the products and managing the team on the

installation.

**August 1994 – July 2000**

**Smiths Office Furniture, Stoke on Trent  
Space Planner / Consultant**

*Key Responsibilities*

- Designing office layouts from rough sketches emailed to me by the sales person.
- Advise the sales person on what furniture would be relevant and most suited for each job.
- Converse with the end user when required to make sure the final design is exactly what they after.

## Education

- Grove School – Market Drayton
- GCSE Maths – B
- GCSE English – C
- GCSE Physics – C
- GCSE French - C

## Personal Interests

- I enjoy watching football, listening to music and socialising.
  
- I also love travelling.

## References available on request

## Examples of Recent Work.











