

# Katherine Schmaltz

katherine.schmaltz@gmail.com  
780.868.4597  
Jasper, Alberta

“ I want to help create better experiences for people; through human-centered problem solving, and thinking outside the box! ”

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## Highlights

1. Dedicated to providing pleasant and high quality service.
2. Created and maintained working relationships with coworkers, clients, and consultants throughout a successful career in architecture.
3. Trained numerous new employees on company standards within 2 design firms.
4. Continuously searching for, and implementing ways to help create more efficient and accessible processes in work environments.
5. Delivered multiple engaging, design presentations to a variety of audience sizes.

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## Education

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|--|-------------------|
| <b>Bachelor of Design</b> (Distinction)<br>University of Alberta, Edmonton AB<br>Business/Marketing Route<br>Service/Experience Design | 09/2014 - 04/2018 |
| <b>Architectural Technology Diploma</b><br>NAIT, Edmonton AB   | 09/2005 - 04/2007 |

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## Experience

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|---|-------------------|
| <b>Assistant Director</b><br>Mountain Galleries at the Fairmont, Jasper, AB   | 08/2018 - present |
| <ul style="list-style-type: none"><li>• Maintain a proactive and courteous presence on the gallery floor</li><li>• Manage the gallery vault and studio space (organization is key)</li><li>• Consult with clients, gain understanding of needs, distill information into a selection of artists and works that suit their life</li><li>• Create digital art installations for clients</li></ul> |                   |
| <b>Partner and Senior Design Consultant</b><br>Headwall Engineering Ltd., Jasper AB   | 06/2018 - present |
| <ul style="list-style-type: none"><li>• Prepare construction documentation for residential and commercial buildings</li><li>• Liaise with clients and contractors</li><li>• Review construction drawings to ensure they meet design and code criteria</li><li>• Refine and maintain efficient file processing standards</li></ul>   |                   |

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Experience  
Cont.

**Assistant Coordinator**

06/2017 - 06/2018

Retail Design and Construction  
Oxford Properties, Edm. AB

- Liaise with clients and contractors to coordinate tenant CRU builds
- Keep build tracking sheets up-to-date and accurate
- Review tenant construction drawings to ensure they meet design criteria
- Updated computer filing and forms to a more efficient system

**Architectural Technologist**

Brian Allsopp Architect Ltd., Edm. AB  
(Senior Position)

01/2014 - 09/2016

Pacesetter Homes Ltd., Edm. AB  
(Intermediate Position)

05/2011 - 01/2014

- Trained new employees on company standards (included ongoing supervision)
- Refined and maintained efficient file processing standards
- These positions also included tasks detailed in the points below

Architecture Arndt Tkalcic Bengert, Edm. AB  
(Intermediate Position)

04/2009 - 05/2011

Kasian Architecture, Edm. AB  
(Junior Position)

05/2007 - 08/2008

- Maintained pleasant working relationships with clients and consultants in meetings, via email, and over the phone.
- Prepared highly detailed construction documentation for commercial buildings, assisted living residences, townhomes, and single family residences
- Coordinated drawings with structural, mechanical, and electrical engineering layouts

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Computer  
Tools

Microsoft Office (Word, Excel, Outlook, PowerPoint)  
Google Suite  
Adobe (Acrobat, InDesign, Photoshop)  
Bluebeam Revu  
Autodesk (AutoCAD, Revit)  
Rhino 3D  
Procreate for iPad