

# Katherine Schmaltz

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Jasper, Alberta

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

## 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 design.
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.

## Education

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

## Experience

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|---|-------------------|
| <b>Partner and Senior Design Consultant</b><br>Headwall Engineering Ltd., Jasper AB   | 06/2018 - present |
| <ul style="list-style-type: none"><li>• Design spaces and environments as per client needs</li><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>  |                   |
| <b>Assistant Director</b><br>Mountain Galleries at the Fairmont, Jasper, AB   | 08/2018 - 08/2019 |
| <ul style="list-style-type: none"><li>• Maintain a proactive and courteous presence on the gallery floor and through phone and email</li><li>• Manage the gallery vault and studio space</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><li>• Handle cash, credit, and cheque transactions</li><li>• File and organize gallery invoices, artist reports, etc.</li></ul> |                   |

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Experience Cont.	<p><b>Assistant Coordinator</b> Retail Design and Construction Oxford Properties, Edm. AB</p> <ul style="list-style-type: none"> <li>• Liaise with clients and contractors to coordinate tenant CRU builds</li> <li>• Keep tracking sheets, forms, and reports up-to-date and accurate</li> <li>• Review tenant construction drawings to ensure they meet design criteria</li> <li>• Updated computer filing and forms to a more efficient system</li> <li>• Attended and prepared minutes for team meetings</li> </ul> <p><b>Architectural Technologist</b> Brian Allsopp Architect Ltd., Edm. AB (Senior Position)</p> <p>Pacesetter Homes Ltd., Edm. AB (Intermediate Position)</p> <ul style="list-style-type: none"> <li>• Trained new employees on company standards (included ongoing supervision)</li> <li>• Refined and maintained efficient file processing standards</li> <li>• These positions also included tasks detailed in the points below</li> </ul> <p>Architecture Arndt Tkalcic Bengert, Edm. AB (Intermediate Position)</p> <p>Kasian Architecture, Edm. AB (Junior Position)</p> <ul style="list-style-type: none"> <li>• Maintained pleasant working relationships with clients and consultants in meetings, via email, and over the phone.</li> <li>• Prepared highly detailed construction documentation for commercial buildings, assisted living residences, townhomes, and single family residences</li> <li>• Coordinated drawings with structural, mechanical, and electrical engineering layouts</li> </ul>	<p>06/2017 - 06/2018</p> <p>01/2014 - 09/2016</p> <p>05/2011 - 01/2014</p> <p>04/2009 - 05/2011</p> <p>05/2007 - 08/2008</p>
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Computer Tools	<p>Microsoft Office (Word, Excel, Outlook, PowerPoint) Google Suite (&amp; SketchUp) Adobe (Acrobat, InDesign, Photoshop) Bluebeam Revu Autodesk (AutoCAD, Revit) BricsCAD Shape Rhino 3D Procreate for iPad</p>
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