



# Kate E. Kelleher

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## EMPLOYMENT

### **Brand Partners-Rochester NH**

December 2008-July 2009

*Designs and implements high performance retail environments and communication strategies for financial institutions.*

#### Merchandising Analyst / Photo Specialist

- ❖ Draw floor plans in Vector Works of financial institutions.
- ❖ Make appropriate changes to plans based on client revisions.
- ❖ Create PDF's, enabled PDF's and sometimes interactive PDF's of plan,
- ❖ Also upload floor plans and photos to appropriate client website.
- ❖ Edit photos, check for proper sequence and lighting, correct as needed in Photoshop.

### **Platt/Hichborn Architects- Exeter, NH**

September 2007-October 2008

*Specializes in providing innovative, timeless architecture throughout New England.*

#### CAD Drafter

- ❖ Assist architects in various tasks, including research.
- ❖ Make corrections to construction documents.
- ❖ Field measure properties and input info into CAD.
- ❖ Create elaborate 3D models with Sketch-Up for clients.

### **Marshalls-Mechanicsburg, PA**

August 2005 – January 2007

*Offers current-season, brand name and designer goods for men, women, teens and kids at incredible prices everyday.*

#### Customer Service, Cashier, Sales Associate

- ❖ Operate cash register, handle returns and exchanges.
- ❖ Oversee layaway payment, storage, retrieval and reminder calls.
- ❖ Arrange displays, monitor fitting rooms, perform mark-downs.
- ❖ Make bank runs with the manager.
- ❖ Answer phones and in store customer questions.
- ❖ Perform various duties as needed.

### **Communication Systems Specialists (CSS)-Harrisburg, PA**

November 2004 – July 2005

*Serves the mobile communications market as a re source for design, installation, sales and service of custom communication solutions.*

#### Receptionist for two-way radio company

- ❖ Responsible for answering phones and fielding questions.
- ❖ Other duties include filing, copying, faxing, data entry and creating customer invoices.
- ❖ In charge of monitoring inventory, company purchasing, shipments and deliveries.

### **P.M. MacKay Group-Bangor, ME**

July 2002 – May 2003

*General Contractors, Designers and Tradesmen known for providing quality additions, remodeling, construction and contracting services.*

#### Receptionist / Office Assistant

- ❖ Responsible for answering multi-line phones and taking project questionnaires.
- ❖ Duties include organizing, mailing and delivering submittals, filing, copying, and faxing.
- ❖ Perform data entry, greet vendors, customers and employees at the front desk
- ❖ Assist the office manager in various duties.
- ❖ Perform office cleaning after hours.

*Continued*

### **SOFTWARE SKILLS**

- ❖ Microsoft Office Suite
- ❖ Adobe Acrobat 8 Professional
- ❖ Adobe CS3
- ❖ WordPress 3.x
- ❖ Google Sketch Up 6,7
- ❖ Auto CAD LT, 2005 (student version)
- ❖ Vector Works 12.5

### **PROFESSIONAL SUMMARY**

- ❖ Knowledgeable in basic use of Microsoft Word, Excel and PowerPoint.
- ❖ Capable of creating PDF, enabled PDF and interactive PDF documents.
- ❖ Practiced with the use of Photoshop to manipulate photographs and size for web upload.
- ❖ Skilled in the process of data entry and manipulation using WordPress.
- ❖ Experience answering multi-line phones and routing calls.
- ❖ Able to operate and perform light routine maintenance of basic office machines.
- ❖ Very professional and personable with a strong work ethic.
- ❖ Strong ability to learn new skills and adapt to new environments.
- ❖ Excellent Customer Service and interpersonal skills.
- ❖ Proficient with the use of Auto Cad to produce floor plans, elevations and perspectives, and virtually anything else.
- ❖ Practiced in the use of Vector Works to create floor plans and elevations based on hand drawings from field.
- ❖ Skilled in creating accurate 3D representations of structures both interior and exterior.
- ❖ Able to communicate my designs through hand rendering using color applied with markers and colored pencil.
- ❖ Adept at translating space onto paper using hand tools to create plans, elevations, sections and perspectives.
- ❖ Capable of designing reflected ceiling plans to show spacing for lighting fixtures.
- ❖ Able to design electrical plans to locate switches and outlets.
- ❖ Gifted with understanding furniture placement, traffic patterns and room usage to create functional interiors.
- ❖ Capable of using proper techniques for constructing scale models from chip board and foam core.

### **EDUCATION**

#### **Associate Degree in Specialized Technology- Interior Design**

- ❖ Bradley Academy for the Visual Arts
- ❖ York, Pennsylvania
- ❖ Member of Alpha Beta Kappa Honor Society

#### **Associate Degree- Liberal Arts**

- ❖ Greenfield Community College
- ❖ Greenfield, Massachusetts
- ❖ Dean's List