

HEATHER BERNARD

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SKILLS PROFILE

- CET Configura
- Revit and AutoCAD
- FF&E, schematic design, space planning
- Photoshop
- Microsoft Office; Including Word, Excel and Outlook

EMPLOYMENT HISTORY

Interior Designer, Office Environments

5/1/2012 — Present

Charlotte, NC

- Create custom commercial interiors using Steelcase workplace solutions along with over 200 additional product vendors
- Perform design consultations to evaluate space, interpret goals, and develop detailed furniture and finish plans
- Specialize in banking and office space solutions
- Provide computer generated renderings to showcase proposed products and layouts
- Work Closely with large companies to create national standards
- Work closely with a team to expand existing relationships with clients

Leasing Specialist, Greystar

2/1/2011 — 5/1/2012

Charlotte, NC

- Ensured promotion of apartment community and prepared marketing solutions
- Maintained required paperwork for property such as applications and lease
- Gathered comparative information to help increase residency rate

Interior Designer, Ethan Allen

11/1/2009 — 6/1/2010

Pineville, NC

- Performed design consultations to evaluate space and interpret goals
- Provided product knowledge to clients
- Coordinated furniture and fabric solutions
- Strengthened client base and rapport through follow-up and personal marketing

Interior Designer, Hart Davidson Designs

5/1/2008 — 11/1/2009

Holt, MI

- Organized and managed client projects and presentations
- Oversaw project teams to office guidance and support for interns
- Created space plans and design development for clients
- Hand rendered designs for presentations
- Cost calculations and budgeting
- Organized and created new methods for business development

EDUCATION

9/2005-5/2009

- Michigan State University / Bachelor of Arts; Interior Design CIDA