

WORK EXPERIENCE

2019 - 08/2021

WASECA ART CENTER

ART DIRECTOR, EXECUTIVE DIRECTOR 2019-20

- Engaged with community and doubled attendance from 2018 to 2019
- Created an engaging newsletter; design, write, edit and print monthly
- Managed up to staff of 3, coordinated volunteers of all ages
- Added a Community Gallery for local and emerging artists
- Curate and installed 3 galleries monthly; created yearly programming for all ages
- Grant writing experience with successfully increasing grant requests
- Created new website; maintained website, social media and cross promoted and held events
- Work with board of directors to accomplish art driven mission

2018 - 2019

WASECA ART CENTER

ADMINISTRATION ASSISTANT

WASECA COUNTY HISTORICAL SOCIETY

CONTRACT FOR EXHIBIT DESIGNER

2017 - 2020

WASECA COUNTY COURTHOUSE PARK

ON-SITE CARETAKER

- Maintained 175 acres of trails, natural and manicured park; planted/maintained gardens
- Hosted and maintained 12-site primitive campground, pavilions, privies, play equipment
- Managed park programming, and Instagram; Park advocate and spokesperson

2013 - 2016

OFFICE SPACE DESIGN MANKATO

INTERIOR DESIGNER AND INSTALLER

- Oversaw re-branding (partnered with graphic design studio, and website design team) and redesigned the showroom for seamless user shopping & design experience
- Designed new design standards, marketing materials, proposal design and process;
- Provided space planning and reconfiguration design; sales for home offices, businesses and national corporations
- Created POs, invoices, quotes and proposals
- Managed project installations; trained and managed up to 4 installers
- Designed custom furniture in AutoCAD and work with manufacturers for production
- Increased sales from 400k to 1 million over 2.5 years

2011 - 2013

TERRITRON, INC MANKATO

MAINTENANCE AND RECEPTION FOR HOTEL, MAINTENANCE FOR RETAIL AND MULTI UNIT HOUSING COMPLEXES

- Met with new tenants to create design plan
- Professionally completed work orders for tenants and maintained hotel rooms
- Customer service experience, and best maintenance practices in the hospitality industry

2007 - 2010

I&S GROUP (ISG) MANKATO

INTERIOR DESIGNER; GRAPHIC DESIGN, PHOTOGRAPHY, AND MARKETING

- Assisted creating CDs, building code reviews, proposals, and programming
- Documented existing spaces for renovation projects, worked with drafting technicians
- Designed hotel project with extensive brand standards for global hotel group
- Created DD prototype and rendering for national glass and auto franchise
- Submitted regional interior/exterior design approvals for national restaurant franchise
- Designed, printed and bound professional proposals, master plans, marketing material and in-house documents. Designed and submitted camera ready ads for print
- Photographed interior and exterior projects for proposals, website and marketing use
- CA experience for interior and architectural clients
- Gained knowledge for specifying products, and managed resource library
- Produced professional material boards; presented concepts to multiple client types (public, private, committee, board, executive team, individual and married owners, etc.)
- Oversaw collaboration for company website updates while reducing maintenance costs

EDUCATION

- 2004-2007
Cum Laude
- MINNESOTA STATE UNIVERSITY, MANKATO, MN
BACHELOR OF SCIENCE, INTERIOR DESIGN
- IDSA [Interior Design Student Association] Vice President 2006
 - Excelled in ceramics, drawing, graphic and interior design courses
- 2000-2002
GPA 3.34
- UNIVERSITY OF WISCONSIN STOUT, MENOMONIE, WI
BUSINESS AND GENERAL STUDIES
- Symphonic Singers, and Vocal Jazz Ensemble (extra-curricular)
 - Institution: first Malcolm Baldrige Award recipient in higher education
- 1999
With Honors
- WASECA HIGH SCHOOL, WASECA, MN
- Invited to be morning Office Assistant: operated main telephone line and student check-in
 - Involved in sports, drama, and choir and held leadership positions

PASSION+VOLUNTEERING

- 2018-2021
- DISCOVER WASECA TOURISM WASECA, MN
VP, BOARD OF DIRECTORS
- Visualized and executed community art projects in collaboration with other non-profits
 - Participated with the Vision 2030 community enhancement project
- 2017
- HEADWATER SCHOOL FOR MUSIC & ARTS BEMIDJI, MN
BOARD OF DIRECTORS
- 2012-2016
- WASECA ARTS COUNCIL WASECA, MN
BOARD OF DIRECTORS
- Lead designer for new location renovation
 - Collaborated with architecture firm to design 9,000 sqft community art center
 - Assisted with demolition, painting and moving
 - Long term involvement: have volunteered with organization since 1998
- 2015-2016
- CITY ART COMMITTEE MANKATO, MN
- Fundraising, art selection and annual sculpture program governance
- 2007-2010
- TWIN RIVERS COUNCIL FOR THE ARTS MANKATO, MN
MARKETING COMMITTEE
- Created ads and donated interior design services; volunteered at events
 - Designed marketing material

ACCOMPLISHMENTS, SKILLS + HOBBIES

- 2019 PLRAC Emerging Artist grant recipient; Group and solo photography exhibits
- NCIDQ certification (not current)
- OS: Mac and PC
- Software: AutoCAD, SketchUp, Podium; Adobe CS: Photoshop, Illustrator, InDesign, Acrobat; MS Power Point, Outlook, Word; web builders; 2020 suite; Ajera
- Public speaking regarding Sustainable Design: created several public presentations
- Public speaking on behalf of the non-profit, the Waseca Art Center
- Experience in writing press releases and submitting camera ready graphics and documents
- Experience in masonry, new and existing construction, commercial interior architecture, graphic design, technology manufacturing and print industries
- Art: 35mm and digital photography, sculpture, drawing, water color, ceramics,
- Enjoys landscaping/gardening and restoration; hiker, camper and world traveler