

HEATHER HARRIS, AKBD

<p><u>SUMMARY OF QUALIFICATIONS</u></p>	<p>Residential housing designer who is an energetic, outgoing individual and is passionate about tailoring homes to families individual needs. A team player in the workplace whose organization skills ensure smooth operations in office settings. A quick learner who is proficient in Chief Architect, AutoCAD, QuickBooks, Excel and Word.</p>
<p><u>EXPERIENCE</u></p>	<p>2006 - Present Powell Construction Corvallis, OR <i>Designer</i></p> <ul style="list-style-type: none"> • Officiates client meetings to discuss project and process. • Prepares preliminary ballpark and rough sketches. • Signs legal design retainer documents. • Measures existing space accurately. • Creates preliminary drawings based on clients needs, wants and budget. • Refines plans towards final drawings. • Selects finishes with client at showrooms, all keeping budget in mind. • Creates full detailed, fixed-priced estimate and presents to clients in detail. • Prepared and signs construction contract and all other legal documents. • Prepare plans for engineering and permits - complete construction documents. • Project manages each project with lead carpenter, conducting weekly meetings. • Processes all change orders and allowance adjustments throughout construction. • Presents homeowners with detailed notebook of selections and gift basket. • Assists in various office tasks - bill pay, business development, advertising, budget, etc. • Prepare backlog worksheet quarterly.
	<p>2000 - 2003 Cape Fear Eye Associates Fayetteville, NC <i>Office, Scribe and Assistant</i></p> <ul style="list-style-type: none"> • Operated as Certified Ophthalmic Assistant (COA) and assisted with surgery • Worked one-on-one with patients • Advanced ahead of peers through clinic positions, resulting in passing the state COA exam to become certified.

	<p>1996-1999 Summers Wood Floor Company Bend, OR <i>Office and Showroom</i></p> <ul style="list-style-type: none"> • Met with and counseled individual clients on flooring products for their homes – remodels and new construction • Managed and operated office duties as well as a product showroom • Occasionally delivered products to the jobsite
EDUCATION	<ul style="list-style-type: none"> • Associate Kitchen & Bath Designer - <i>NKBA</i> October 2010, continuing with CE credits throughout the year. • Bachelor of Science - Degree in Housing Studies <i>Oregon State University</i> Corvallis, OR 2004-2007 • General Studies - <i>Central Oregon Community College</i> Bend, OR 1997-1999 • High School Diploma - <i>Mountain View High School</i> Bend, OR 1994-1997
AREAS OF INTERESTS	<ul style="list-style-type: none"> ▪ Member of National Kitchen and Bath Association (NKBA) ▪ Residential remodels and new home design
REFERENCES	<ul style="list-style-type: none"> • Available upon request.

WEBSITE PORTFOLIO: HEATHERHARRISDESIGN.COM