

# Katharyn Jeffreys

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<http://katiejeffreys.com>

## Relevant Experience

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- June 2007 – Present* – **Richard Mishaan Design, LLC, Interior Designer** New York, NY  
Project Manager of transitional high-end residential and hospitality projects. Develop presentation boards, schemes and budgets for new projects. Create floor plans, elevations and furniture designs in AutoCAD. Carry out purchasing and order tracking using Studio Designer for many concurrent projects with budgets ranging from \$500,000 to over \$1.5 million. Communicate extensively with vendors and clients, who include magazine editors, fashion designers, and financial/retail executives in Manhattan, the Hamptons, Westchester and Florida. Manage contractors and oversee installations. Built FF&E/OS&E specification packages for five-star hotel presidential suites in New York City and Washington, DC. Assisted to launch retail furniture line for a home store in Beijing, China. Heavily involved with designing and installing show houses for Brides Magazine, Town & Country/Fine Living Network, and Metropolitan Home/Showtime. Additional experience in carpet and lighting design, kitchen & bath layout, and retail furniture showroom management and sales.
- Nov. 2006 – May 2007* – **Matthew Smyth, Inc., Design Assistant** New York, NY  
As part of a team, oversaw research, purchasing and installation of a model apartment in Manhattan House on New York's Upper East Side for the building's managing agent. For the firm's well-published, high-end, traditional residential projects: created client schemes; shopped for trims, furniture, fixtures and accessories; and organized antiques and furniture deliveries. Generated Purchase Orders using Design Manager. Also responsible for maintaining the resource library and managing the principal's calendar.
- May 2005 – Feb. 2006* – **Mark Cunningham Design, Inc., Design Assistant** New York, NY  
Assisted the designer in the decoration of a modern 4-bedroom newly renovated Upper East Side apartment. Duties included client meetings; fabric cutting requests and ordering; furniture and art research; scheduling installations; budget tracking and general office management.
- April 2004 – Oct. 2004* – **Manhattan Renovations, Interior Designer** New York, NY  
Design and oversight of the gut renovation of an Upper West Side brownstone with a budget of \$750,000. Responsible for construction planning, A/V system design, furniture and lighting selection and bath and kitchen cabinetry design. Managed contractors and meetings with the client, who is a prominent magazine editor and TV personality.

## Education

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- Massachusetts Institute of Technology** Cambridge, MA  
Bachelors of Science in Environmental Engineering and Literature. June 2001. GPA: 4.3 out of 5.0  
*Courses:* Modern Art; Principles of Theater Design; Environmental Chemistry and Biology Laboratory; Environmental Fluid Transport Processes Laboratory; Hydrology; Fluid Mechanics; Physics of the Atmosphere and Ocean; Ecology; Management in Engineering; Environmental Law: Pollution Control; Public Policy Analysis and Government Action; Uncertainty in Engineering; Thermodynamics and Kinetics; Writing and Oral Presentation.
- Fashion Institute of Technology** New York, NY  
School of Professional Studies and Continuing Education. 2003-2004 GPA: 3.53 out of 4.00  
*Courses:* Introduction to Computer Graphics; Presentation Techniques I; Survey of Interior Design; Three Dimensional Design; Drawing I.
- New York University** New York, NY  
School of Continuing and Professional Studies. May 2008.  
*Courses:* AutoCAD Professional Level I, AutoCAD Professional Level II, AutoCAD Professional Level III: 3-D Modeling and Rendering.

## Proficiencies

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*Software Packages:* Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Photoshop, Illustrator, AutoCAD 2008, Design Manager, StudioDesigner, Quark, ArcGIS.

*Programming Skills:* HTML, Flash, C, Pascal, Perl, FORTRAN.

*Operating Systems:* Windows, MacOS, Unix.

*Language Skills:* Some Spanish and Italian.

## Activities

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Interests include: Travel, billiards, event planning, sewing, painting, literature, reading and writing poetry, photography, theater and sailing. Vice President, Class of 2001 Class Council (2001 - 2006). Class of 2001 Fifth Reunion Committee Chair (2005 - 2006). Purchasing Manager, MIT 24-Hour Coffeehouse (1999 - 2001). Features Editor, *The Tech* (1999 - 2001). Vice President Fraternity Relations, Alpha Chi Omega sorority (2000). Project Manager, Senior Gift Committee (2000 - 2001). Member, Society of Women Engineers (1997 - 2003). Member, Girl Scouts of the United States of America (1985 - 2002). MIT Musical Theater Guild (1997 - 2001). MIT Public Service Center Fellowship (January 2000). Tutor, Teach a Child to Read (1997 - 1999).