



kate j. bentley

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intent

To bring my education and experience in graphic design to a new career in interior design.

education

Corcoran School of the Arts and Design at The George Washington University
Master of Arts in Interior Design, *Spring 2016*

Corcoran College of Art + Design
Bachelor of Fine Arts in Graphic Design: *Spring 1994*

skills

Adobe Creative Suite
AutoCAD/Revit

Google SketchUp
Hand Rendering

HTML/CSS
Microsoft Office Suite

interior design experience

Junior Designer

Regan Billingsley Interiors, Kensington, Maryland
October 2014 — October 2015

- create and edit AutoCAD files
- research and acquire materials for FF&E
- set up vendor accounts
- place client orders
- communicate with clients
- select appropriate materials and fabrics at various showrooms
- organize client samples and materials
- acquire price quotes
- assist principal designer in client meetings and daily tasks

graphic design experience

Senior Designer to Creative Director to Contractor

National Association for Home Care & Hospice, Washington, DC
September 2004 — Present

Design Associate to Senior Designer

Investment Company Institute, Washington, DC
June 1998 — September 2004

Production Manager to Creative Services Director

NewsUSA, Inc., Herndon, Virginia
May 1995 — June 1998

design

- design and assemble presentation boards
- create affiliate websites
- develop consistent style guides for conferences and websites
- layout and publish daily and weekly e-newsletters
- design, illustrate, and manage monthly 4-color magazine
- implement branding strategies for new affiliate programs
- create consistent branding of e-delivery materials

project management/supervision

- collaborate with printers for pricing, scheduling, and delivery
- communicate with CMS contractors for training and fulfillment
- coordinate with vendors for conference promotional items
- act as liaison between marketing, meeting and education for the executive office
- supervise the design and execution of conference materials
- facilitate creative development meetings within the art department
- select and oversee freelance graphic designer
- recommended computer hardware support
- initiated migration of the art department from QuarkXpress to InDesign

budget

- review and implement \$500,000 annual budget
- assemble the art department's annual board review materials including: budget, goals, and work samples from current fiscal year
- send out requests for proposal for printed materials
- collect bids from printers, including negotiating