

CATHERINE E. SITZMANN

katie.sitzmann@gmail.com
920.540.8665

Current: 136 North Wilder Street, Apt#2, St. Paul, Minnesota 55104
Permanent: 101 East Morning Glory Drive, Appleton, Wisconsin 54913

EDUCATION

University of Wisconsin-Madison
Bachelor of Science - Interior Design
Minors: Certificate in Business, Certificate in Textile Science
Study Abroad in Bonn, Germany; scholarship recipient

Graduated on December 21, 2008
3.518/4.0 GPA
August 2005

AWARDS & ACHIEVEMENTS

Distinctive Scholastic Achievement; Dean's High Honors & Dean's Honor List
Received recognition upon graduation for having made the Dean's High Honors List or the Dean's List for 8 out of 9 semesters
May 2005 – December 2008

Phi Upsilon Omicron National Honors Society
National Honors Society for School of Human Ecology students whose members strive to maintain academic excellence & serve in the community
Inducted October 22, 2006

Phi Eta Sigma National Honors Society
National Honors Society which elects to membership students who rank in the upper 20 percent of their class at the end of any first year
Inducted April 2, 2006

Award of Merit Recipient for Residential Design category in the 23rd Annual Brass Ring Awards
February 2008

Mabel R. McClanahan Business Scholarship
June 2004

RELEVANT EXPERIENCE

Independent Design Consultant May 2008 – May 2009
Contract designer for Sitzmann Law Firm business relocation and renovation in Appleton, Wisconsin

- Provided space planning services, finish, furniture, lighting, and artwork selections in a 4,000 square foot renovation of 7,200 square foot building into commercial office space
- Coordinated project timeline and assisted with actual construction and manual labor on site
- Calculated budget for each step in the process

Emmons Business Interiors August 2008 – December 2008
Commercial Interior Design Internship in Madison, Wisconsin

- Assisted designers with research and other project related tasks; helped coordinate installation process for a commercial office space project, solved issues with unique furniture situations, prepared presentation scheme and details for bank's signage needs
- Improved functionality of resource library by updating organizational methods and maintaining current selection of literature binders and materials samples
- Contacted and communicated with vendors

Designers Studio January 2008 – May 2008
Residential Interior Design Internship in Middleton, Wisconsin

- Prepared elevations, renderings, color schemes and furniture selections for residential and commercial projects
- Participated in client meetings, representative presentations, and site visits
- Learned a variety of entrepreneurial skills from the five individual owners that shared the Designers Studio space

Ethan Allen Home Interiors August 2007 – January 2008
Residential Interior Design Internship in Madison, Wisconsin

- Performed general office duties; answered phones, organized schedule for designers/sales people, performed sales transactions, maintained samples library, etc.

SKILLS

AutoCAD: AutoDesk Architectural Desktop 2007
Adobe Creative Suite 4 Products: Photoshop, InDesign, Dreamweaver, Acrobat, and Illustrator
Microsoft Products: Word, Excel, Outlook, Publisher, and PowerPoint
Google SketchUp
Sketching and Rendering

EXTRACURRICULAR ACTIVITIES

American Society of Interior Designers, member August 2005 – Present
Big Brothers Big Sisters; Volunteer Big Sister to a teenage girl in Madison, Wisconsin August 2005 – August 2008