

Katherine A. Johnson

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Skills: Effective speaker, Relationship builder, Self-starter, Team Player, Leader, Goal oriented.
Microsoft Office Suite, Quicken, Adobe CS3, Auto CAD, and Auto Desk Revit.

Experience:

- 2008 - Present** **Rogue Equipment** Austin, Texas
Sales Associate
- Launch new running retail boutique.
 - Develop sales team and improve the education of product knowledge.
 - Implement processes using sales reports and race calendar to meet demands for nutritional products.
 - Close deals by educating clientele on the importance of proper shoe fitting.
 - Design promotional events and marathon expo for sales.
- Summer 2009** **STG Design** Austin Texas
Summer Internship
- Create and specify paint, fabric, carpet and other building material palettes for architectural projects.
 - Edit floor plans for architectural projects using AutoCAD and Revit software.
 - Coordinate with sales representatives for products to update while maintaining the materials library.
 - Construct color and concept boards for clients to visualize the interior designs.
- 2005 - 2007** **Keller Williams Realty- Ryan Carpenter** Austin, Texas
Office/Listings Manager
- Establish efficient procedures for placing homes on the market using the real estate MLS system, company website, and creating a listing process time line for home owners.
 - Create a marketing campaign including, postcard mail outs, listing property on various internet sites, and creating brochures for the property all resulting in a 20% increase in revenues.
 - Execute all contracts on time to meet deadlines.
 - Arrange for the inspections and coordinate repairs.
 - Handle all aspects of accounting and payroll.
- 2001 - 2005** **Coldwell Banker Real Estate- David Bellings** San Francisco, California
Administrative Assistant
- Manage \$85 million worth of business for the #1 real estate agent in the company.
 - Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that the terms and conditions of the purchase agreements are met before closing dates.
 - Market the business by using postcard mail outs, listing property on various internet sites, and creating brochures for the property all resulting in a 35% increase in revenues.
- 1999 - 2000** **Tommy Bahama** Dallas, Texas
Independent Sales Representative
- Achieve 181% of sales quota within a seven state territory.
 - Address client grievances with designers and recommend solutions.
 - Attend quarterly sales meetings with owners to collaborate on upcoming sales season.
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Education:

- Texas State University San Marcos, Texas
Bachelor of Science, December 2009
- Major in Interior Design
- Louisiana State University Baton Rouge, Louisiana
Bachelor of Science, December 1995
- Major in Kinesiology and Specialized Fitness Studies
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Affiliations:

Interior International Design Association, Student Chapter, 2008 - Present
Rogue Running, Marathon Runner & Boston Qualifier, 2005 - Present
Committee Member, Junior League, 2003 - 2006
Director of Merchandise, Golden Gate Triathlon Club, 2004 - 2005