

KATHARINE C. TAYLOR

EMPLOYMENT

- 2009 **Colorado Springs School District 11** Colorado Springs, CO
Substitute Teacher
- Following and carrying out the lesson plan left by the teacher, for whom I am substituting, in accordance with district's philosophy, goals, and objectives.
 - Maintaining a classroom environment conducive to effective learning.
 - Establishing and maintaining order in the classroom.
 - Assisting in enforcing school rules, administrative regulations, and School Board Policies.
- 2008 **Spirit Contemporary Furniture** Colorado Springs, CO
Sales Associate/Designer
- Presented customers with furniture options to fit their home décor and personal needs.
 - Maintained store vignettes and revised furniture layouts.
- 2006 – 2007 **Trendmaker Homes** Houston, TX
Design Options Coordinator
- Assisted customers with interior selections and upgrade options.
 - Instructed & directed customers thru new home orientation process at Design Center.
 - Presented selections to buyers and answered questions and concerns.
 - Greeted customers, answered main line, and scheduled appointments.
 - Maintained orientation and price packets for homebuyers using Microsoft Office.
 - Coordinated customer & spec home selections with sales and construction.
- 2005 - 2006 **Z Gallerie** Houston, TX
Visual Merchandiser – Sugarland and Memorial City Stores
- Designed and arranged all store windows and vignettes.
 - Executed Z Gallerie merchandising standards and directives.
 - Led and trained store staff in a full understanding of company standards.
 - Assisted management team with sales support and enforcing policy and procedures.
- 2003 - 2004 **Maggies** Galveston, TX
Assistant Manager
- Trained employees on the intra-store computer system and register software program.
 - Designed and implemented all visual merchandising for the store.
 - Assisted customers with home decorative planning.
- 1999 - 2002 **Perry Homes** Houston, TX
Model Home Designer
- Created and coordinated model home color schemes and selections.
 - Presented selections to company presidents for review and approval.
 - Maintained data base of furniture inventory and composed budgets.
 - Placed telephone orders with vendors for furniture and fabrics.

EDUCATION

- 1991-1995 **Baylor University** Waco, TX
Bachelor of Science, Family and Consumer Sciences
- Major - Interior Design

SKILLS

Microsoft Office, AS400, Buzzsaw, AutoCad, Digital Photography, 10 Key

6723 Dream Weaver Dr. Colorado Springs, CO 80923
PHONE (719) 623-9138 • E-MAIL katharinetaylor13@gmail.com