

Haloise H. Redding

haloise.redding@gmail.com

713.320.2914

Hallie (n): a strategic problem-solver; assignment driven team player; works well independently; seeking a position where my honesty, dedication, and creative talents will be an asset.

SKILLS AND QUALIFICATIONS

Creative Arts Applications * Microsoft Office * Mac/PC Proficient * Web/Social Media
AutoCAD/Photoshop/Illustrator * Adept at Learning New Software * Detail Oriented

EMPLOYMENT HISTORY

08/2012 - 7/2014

The Events Company, Houston, TX

Provided organizational and creative arts assistance for special events. Key responsibilities: produced invitations and other printed materials from conception to delivery; acted as liaison between clients, vendors and event planning team; managed guest lists and mailings; provided space planning schematics; supported the team with logistics and last minute solutions.

11/2011 - 08/2012

Freelance Projects, Houston, TX

Utilized skills with AutoCAD; managed request-for-bid process; provided bookkeeping and organizational services for 3 interior designers and a custom homebuilder.

5/2010 - 10/2011

Master Craft Woodworks, Inc., Houston, TX

Created and modified drawings in AutoCAD to facilitate the construction and installation of custom cabinetry; interacted directly with clients to translate design ideas to plans; performed administrative tasks as needed; provided light bookkeeping.

1/2010 - 5/2010

Law Office of Nancy H. Boler, Houston, TX

Provided administrative support, file organization and communicated with clients; acquired knowledge of Timeslips billing software.

3/2009 - 3/2010

Freelance Artist Assistant, Houston, TX

Assisted several artists with decorative painting, art preparation and art gallery installations.

9/2007 - 12/2008

Stephanie Eugster and Miller Dahlstrand Architects, Houston, TX

Applied knowledge of AutoCAD and other design software to create and modify architectural drawings; provided field measurement services; assisted in producing a top 5 entry in a local design competition.

EDUCATION

University of California, Berkeley * Bachelor of Arts in Architecture, 2007