

# Jeannie Kowing Schaefer

900 Jenna Drive  
Verona, WI 53593  
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## **Statement of Intent:**

Eager to continue working as an architectural designer/interior designer/project manager in a mid to small architectural firm.

*"So it comes as a pleasant surprise that Tapas Rias... has had an interior extreme makeover of the best possible kind. Light filters into the dining room through panes of colored glass, echoing its sophisticated color scheme and minimalist-but-comfortable contemporary design."*

Chris Martell, The Wisconsin State Journal, 5/29/2009, reviewing Tapas Rias Restaurant designed by Jeannie Schaefer, Shulfer Architects

*"It is always a pleasure working with Jeannie, her creative abilities are exceptional, not only in structural design but also her interiors. While working with her thru specification of products she is open minded, she puts a lot of care into her choices and is a value to all of her clients."*

Rebecca Bau, President  
Great Lakes Distribution, Inc.

*"Jeannie has a good understanding of field conditions. She is able to quickly grasp the situation over the phone and come up with a solution to resolve a field condition. Jeannie has a real ability to work with both the client and the contractor; it is that quality that makes her especially valuable on a project."*

Fred Stier, General Contractor  
Stier Construction

## ***Education and Certificates***

- 1984 Graduate of the University of Wisconsin, B.S. – Home Economics  
Field of study: General Home Economics: Interior Design and Consumer Sciences
- 2006 Graduate of Madison Area Technical College – Madison – A.S. - Architectural Technologies
- Licenses Wisconsin Real Estate Broker
- NCARB – IDP registered

## ***Computer Skills***

- **AutoDesk**
  - AutoCad 2009
  - Revit Architect, 2009
- **Microsoft Office Suite: Excel, Word, PowerPoint, Outlook**
- **Adobe Elements 6**

## ***Professional Profile***

**Shulfer Architects, LLC, Middleton, WI  
November 2005 thru June 2009**

**Project Manager, Interior Design Coordinator and Architectural Technician**

Shulfer Architects is a small architectural firm whose projects are commercial and residential ranging from 2,000 s.f. to 150,000 s.f. Position includes client programming, space planning, schematic design, design development and construction documentation and construction administration. Coordination and implementation of all aspects of design and documentation, including building and zoning code research and reporting, and project presentation to city planning commissions and urban design commissions. Use of industry standard software, AutoDesk Revit Architectural 2009 and AutoCAD 2009 to produce concept and schematic design as well as construction documentation. Position includes proposal writing, specification writing and develop and implementing CAD formats.

**Hart DeNoble Builders, Middleton, WI**

**September 1996\* thru October 2005**

**Business Manager**

Calculate job costs and construction draws for high-end custom built homes. Position includes all financial record keeping and reporting to owner and tax professionals. Develop and maintain relationships with financial institutions. Work with marketing company to brand company name, create website design, advertising and marketing materials. Maintain OSHA records and train employees in OSHA safety. New employee training and HR responsibilities.

**Contact Realty (now the Rifken Company), Madison, WI**

**April 1989 thru May 1991**

**Accounting Manager**

Produce all financial documents for 11 partnerships and two corporations. Financial reporting and liaison to 50+ partners for several developments.

## ***Boards***

**Heritage Congregational Church – Board of Trustees, 2004, 2005, 2008**

**Little Pilgrims Learning Center, 2007-present**