

Kari Funk

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PROJECT MANAGER

Facilities, Strategic Planning, Interior Design and Construction

Results-oriented professional experienced in leadership, project management and client service. Provide the strategic planning vision to assist Fortune 500 companies in successful reallocations of real estate needs. Strong qualifications in team building and team leadership.

Strengths:

Persistent
Staff Mentoring
Organized
Results Oriented

Contract Negotiation
Client Maintenance
Problem Solving
Professional

Programming
Vendor Management
Furniture Evaluations
Communications Skills

- Successful management of 21 employees located at client's site, as well as manager of 30 design staff locally.
- Strategic analysis of associate growth managing real estate needs for 3,500 associates to over 9,000 associates within ten years.
- Balanced firm wide scheduling for \$19,000,000 in revenue and 150 staff members.
- Developed furniture standards program to achieve client cost saving initiatives.

PROFESSIONAL EXPERIENCE

Arcturis, St. Louis, MO
Multi discipline design firm consisting of Interior Design, Architecture, Graphics, Facilities, Technology and Planning

Project Manager / Principal, 1997 – 2009

Client service lead for Fortune 500 clients. Developed and maintained client relationship, determined project opportunities, negotiated contracts, developed project program, and managed teams throughout project phases. Coordinated with engineers, contractors, and vendors. Created furniture solutions and managed selection process. Developed bid documents for contractors, dealerships, installers, and movers. Oversaw construction administration phase. Worked in client's facility department to manage client satisfaction, facilities team, and process.

- Promoted to management team member in 2007.
- Appointed Function Leader of Interior Design and Graphics Teams in 2008.

Jacobs Engineering Group Inc. (Sverdrup), St. Louis, MO
Engineering and Architecture Firm

Interior Designer, 1996 - 1997

Accountable for the design and construction of Jacobs civil offices throughout United States. Conducted site visits during construction, completed construction administration phase and punch lists. Hired and managed the contractor throughout the project.

- Successful project completion of 10 civil offices.
- Managed Knoll Furniture Dealership, coordinating all schedules and issues expeditiously.

Northwest Fabrics and Crafts
Midwestern company owned and operated by ConAgra Foods, Inc.

Retail Store Manager, 1989 - 1993

Began as assistant manager in Cedar Rapids, IA. Promoted to Manager of Normal, IL store and then to Rockford, IL. Hired, trained and mentored staff. Developed all store merchandising and weekly sales advertisement marketing strategy.

- Consistently recognized for top 5 in company for weekly revenue and profitability increases.
- Promoted to store manager of the 5th highest revenue producing store out of 105 total stores.

EDUCATION

Illinois State University, Normal, IL, 1993 - 1995
Bachelor Degree in Home Economics; Housing and Environmental Design Sequence

Kirkwood Community College, Kirkwood, IA, 1989 - 1990
Associate Degree in Retail Management

ORGANIZATIONS

IFMA Member, 2007 - Present

United Way Team Lead, 2008 - 2009