



HEADWALL
ENGINEERING

Katherine Schmaltz, B.Des, Arch.Tech

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Summary of Skills

- Proficient in residential and commercial building design within Western Canada.
- Experience with the implementation of Passivhaus and energy efficient building design practices.
- Quality written and verbal communication skills, developed through progressively advanced workplace roles, which include liaising directly with clients, regulators, inspectors, and contractors.
- Skilled in refining a client's short and long term needs into ideal building designs.
- Aptitude using CAD software (2D & 3D) such as AutoCAD and BricsCAD, while preparing complete architectural construction drawings.
- Proficient in group and team environments, developed through the required collaborative work of architectural design.

Education

Designer (Bachelor of Design, with Distinction)

University of Alberta

September 2014 – April 2018

Architectural Technologist (Architectural Technology, with Honours)

Northern Alberta Institute of Technology

September 2005 – April 2007

Architectural Employment History

Senior Design Consultant

July 2018 – Present

Headwall Engineering Ltd, Jasper, AB

- Architectural Construction Documentation Preparation
 - Analyzing policies and regulations of the Authority Having Jurisdiction to design buildings.
 - Using the governing Building Code to create architectural construction documentation required for construction.
- Construction Field Reviews
 - Perform necessary field reviews and coordinated construction administration to ensure construction documentation is followed correctly.
- Construction Management
 - Manage the construction of residential properties for owners/landlords who lack knowledge of construction practices.



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Assistant Coordinator

June 2017 – June 2018

Retail Design and Construction, Edmonton, AB
Oxford Properties

- Liaise with clients and contractors to coordinate tenant Commercial Retail Unit builds
- Keep build tracking sheets up-to-date and accurate
- Review tenant construction drawings to ensure they meet design criteria
- Updated computer filing and forms to a more efficient system

Architectural Technologist

Brian Allsopp Architect Ltd, Edmonton, AB
(Senior Position)

January 2014 – September 2016

Pacesetter Homes Ltd., Edmonton, AB
(Intermediate Position)

May 2011 – January 2014

- Trained new employees on company standards (included ongoing supervision).
- Refined and maintained efficient file processing standards.
- These positions also included tasks detailed in the points below.

Architecture Arndt Tkalcic Bengert, Edmonton, AB
(Intermediate Position)

April 2009 – May 2011

Kasian Architecture, Edmonton, AB
(Junior Position)

May 2007 – August 2008

- Maintained pleasant working relationships with clients and consultants in meetings, in person, via email, and over the phone.
- Prepared highly detailed construction documentation for commercial buildings, assisted living residences, townhomes, and single family residences.
- Coordinated drawings with structural, mechanical, and electrical engineering documents.

Computer Skills

- Microsoft Office including Word, Excel and PowerPoint.
- Drafting and construction document preparation with AutoCAD and BricsCAD.
- Adobe Creative Cloud applications including Acrobat, Illustrator, InDesign, and Photoshop.
- 3D modelling using Rhinoceros.

Volunteer Experience

Jasper Junior High School Volleyball and Basketball Teams

Coach

September 2020 – Present

- Run practices twice per week over the 3.5 month seasons
- Intermittent games played for each sport; both at home and away.

Aspen Gardens Condominium Corporation

Director (Member at Large)

October 2024 – Present

- Deliberate strategic direction and set short-term and long-term direction for the condominium corporation.
- Review and approval of owner requests for exterior and interior renovations within the condominium property.