

KEYA BERNHARDT

PERSONAL PROFILE:

I am a goal-oriented communication specialist with an eye for detail, and strong interpersonal and communication skills

PROFESSIONAL SKILLS:

- Leadership and Communication
- Team Management
- Problem Solving
- Creative and Critical Thinking

CONTACT DETAILS

704 O'Farrell Ave. SE Olympia, WA 98501
Cell: 360-790-5925
keyabug@gmail.com
GitHub: Ofarrel23

ACADEMIC BACKGROUND

University of Washington
Coddling Certificate, July, 2021

The University of Arizona
Bachelors in Fine Arts
Minor in Business Administration

DESIGN AND PROGRAMMING



EMPLOYMENT HISTORY:

MARKETING MANAGER

KMB architects
2018 - Present

- Collaborates with Partners, BD, and Marketing staff, to produce analog and digital materials to support sector's BD activities, communication platforms, and materials for approved projects pursuits (SOQs, RFP's, interviews).
- Consistently focus on elimination of Random Acts of Marketing (RAM).
- Coordinates, sourcing, and accurate entry of project data into Ajera.
- Collaborates with Firm Leadership on brand development and acts as the gatekeeper of the KMB architects Brand.
- Manages local award programs calendar and submittals/applications.
- Collaborate with Firm Leadership BD and Communication Managers to develop and integrate key messages, market/industry language, and KMB architects' value proposition into all collateral material.
- Collaborates and participates in the weekly Marketing/BD meeting with Firm Leadership to ensure successful coordination of resources and ensure consistent understanding of assignments, deadlines, and resource allocation to meet marketing deliverable deadlines.
- Reviews and improves PR and communication information and related collateral prepared by the Communication Manager.
- Provides Experiential Design services to our clients.

COMMUNICATION AND ADMINISTRATION COORDINATOR

PORT of GRAYS HARBOR
2016 - 2018

- Ensures internal communications messages are consistent across all mediums and for different departments of the organization
- Coordinates and manages all website content, design, and CMS systems, including contract and record management
- Ensures internal communication messages are consistent with external communication messages
- Brainstorms and collaborates with teams for new ideas and strategies
- Generates internal and external publications, including gathering data, writing articles, taking photographs, selecting graphics, designing the format of publication, and determining distribution methods
- Provides multi-department, executive-level administrative support, including advanced clerical support, preparation of agendas and minutes, records and document management, managing calendars and event arrangements
- Creates and designs all components for print and website, including brochures, flyers, and signs
- Ensures all messaging aligns with key business strategies

MARKETING DIRECTOR/COMMUNICATION MANAGER

Quantum Consulting Engineers
2010 - 2016

- Developed and produced high-quality, informative, and interesting press releases, press kits, and related materials
- Developed and implemented communications and media strategies
- Managed all web content on a daily basis and projects related to the website
- Planned, created, and oversaw the design, content, and production of marketing materials
- Prepared invoices, reports, memos, letters, financial statements, and other documents, using word processing, Quick Books, spreadsheet, database, or presentation software
- Developed and maintained a strong and productive relationship with both print and electronic media.
- Carefully monitored communications response data and other performance and marketing matrices.
- Maintained marketing target reports for each individual market category.