



Kimberly E. Hester

CONSULTANT

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As quality assurance manager and a consultant for Interface Consulting, Kimberly Hester oversees the firm’s corporate communications and professional development programs. Ms. Hester manages the firm’s monthly e-newsletter, *Construction Headline News* and the editing process for work products and corporate literature. She also facilitates marketing and advertising program coordination, special events planning, and recruitment.

EDUCATION

BACHELOR OF SCIENCE
COMMUNICATION STUDIES,
EMPHASIS IN
CORPORATE COMMUNICATION
THE UNIVERSITY OF TEXAS
AT AUSTIN
Austin, Texas

BACHELOR OF ARTS
SPANISH
THE UNIVERSITY OF TEXAS
AT AUSTIN
Austin, Texas

EXPERTISE

QUALITY ASSURANCE
DOCUMENT REVIEW
& PREPARATION
CONTRACT EVALUATION
LITIGATION &
ARBITRATION SUPPORT
GRAPHICS/
DEMONSTRATIVE EVIDENCE
DISCOVERY ASSISTANCE
INDUSTRY TREND STUDIES

Work History

Interface Consulting International, Inc.

Houston, Texas

Quality Assurance Manager & Consultant

- Oversees quality assurance of corporate marketing literature and work products including technical reports, statements of opinion, and demonstrative aids
- Manages company monthly e-newsletter, *Construction Headline News*
- Implements employee orientation, training, and professional development programs and assists with recruitment efforts
- Facilitates in the coordination of marketing/advertising programs, press releases, and special events

CITGO Petroleum Corporation

Houston, Texas

Human Resources Coordinator

- Managed continuous improvement of corporate-level staffing process
- Coordinated short-term disability benefits

Houston Marriott North at Greenspoint

Houston, Texas

Front Desk Associate/Concierge Lounge Attendant

- Performed all reservations-related duties, including check-in/check-out procedures, group accommodations, and account services
- Provided concierge service to rewards club members

Austin Community Development Corporation

Austin, Texas

Intern

- Managed and maintained client financial records and database
- Assisted in marketing and special events initiatives including mail campaigns, community meetings, and annual fundraising event

Professional Affiliations

Associate Member – Associated Builders & Contractors

Associate Member – Associated General Contractors

Graduate – Dale Carnegie’s Effective Communications and Human Relations Program

Publications

“Opportunities Abound for Construction Grads,” *Construction Executive*, May 2008: 40-44.

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INTERFACE CONSULTING INTERNATIONAL, INC.

SERVING THE CONSTRUCTION- AND ENERGY-RELATED INDUSTRIES

Representative Project Experience

Civil & Infrastructure

DART TRE Beltline Grade Separation & Bridge Construction

Commercial Facilities & Buildings

City of Pharr Police Station and Municipal Courts
Daytona Beach Hotels Disaster Recovery
Fort Leonard Wood Family Communities
Hanscom AFB Family Housing Project
Houston Housing Authority Lincoln Park Apartments
Little Rock AFB Family Housing Project

Lofts of Stillwater Condominiums
Minute Maid Park - HVAC System
Navy Pacific Northwest (Puget Sound) Housing Projects
Patrick AFB Family Housing Project
Surfside Marina

Land & Subsea Pipelines

Red Cedar, Sayre, & Station 803 Compressor Stations

Marine & Offshore

Chevron Nigeria LTD TIP Pipeline Project
Khafji Offshore Field Development
M/V Seacor Master Allision Platform 395 A

Power, Process, & Industrial

Chiles Dome Pipeline Expansion
Ethylene Plant Fire Rebuild
Low Sulfur Gasoline Refinery

Red Cedar, Sayre, & Station 803 Compressor Stations
Rodeo Refinery ULSD Revamp/Turnaround

Professional Development Programs

“Don’t Be Faceless: 7 Essential Social Media Techniques for PR Success,” Public Relations Society of America, January 2009.

“Natural Networking: 10 Tips to Increase Your Face-to-Face Mojo,” Society for Marketing Professional Services, May 2008.

“Business Writing for Results,” Fred Pryor Seminars, March 2008.

“Anatomy of a Press Release, Pitch and E-mailed Release,” Public Relations Society of America, January 2008.

“New Frontiers in Media Training,” International Association of Business Communicators, January 2008.

“Great Feature Writing,” Jeff Herrington Communications, August 2007.

“PR 101: The Essential Guidebook,” Association of Business Communicators, May 2007.