

KIM NORENBERGS

STUDIO MANAGER

Qualifications:

Cert Social Media Marketing Essentials
Adv Dip International Hotel & Resort Management

Affiliations:

CBR Region Beekeepers Association
Master Builders Association ACT

Contact:

kim@spacelab.net.au | 02 6262 6363 | 0447 119 902

Kim provides invaluable support as Studio Manager at **SPACELAB**, taking care of day-to-day operations and she is responsible for the overall account and administration management of projects so that the team can do what they do best – **Design and Plan!**

As Account Manager, Kim is responsible for drawing up and executing contracts, tracking contract updates, extensions and variations, managing subconsultant's documentation including Certificates of Currencies (insurances) and, client records and relationship management. Kim has financial oversight of all projects ensuring that milestones are delivered in a timely manner, the projects run to budget, the monthly invoicing is based on completed milestones, and project programs are updated as milestones are achieved. Kim uses her foresight and strategic thinking skills to plan and implement systems and processes to ensure a seamless day to day running of the Studio, resulting in a high level of service and performance and a positive experience for our clients.

As Administration Manager, Kim manages, coordinates and attends all relevant project meetings, workshops and consultations with the client, external agencies, authorities and/ or stakeholders and, prepares and distributes the relevant documentation such as meeting agendas, minutes and project reports. Kim is responsible for records management and the financial and project management software – JobBag. Kim maintains efficient and systematic control of project records and documentation, ensures timesheet recordings are detailed and accurate and, that our projects run to budget so the client's expectations are met by delivering milestones in a timely manner. Kim manages the **SPACELAB** website and social media platforms, LinkedIn and Instagram, in order to increase website traffic, highlight our key projects, promote our quality design and planning team and share our expertise through media articles.

When not at work, Kim currently spends most of her weekends renovating an old farm cottage located just outside of Canberra. Kim enjoys the rural lifestyle with her family and is looking forward to the day in the not-too-distant future when the landscaping on the block is done so she can get some chickens, maybe a donkey or two and, start up her beekeeping hobby.

