

Michelle Spencer

SOMERVILLE, MA

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EXPERIENCE

LIGHTING DESIGNER, LIGHTCRAFT (2019-2020)
BOSTON, MASSACHUSETTS

- Performed lighting calculations in AGI using IES files
- Designed and documented RCPs (CAD & Revit)
- Analyzed and selected the appropriate light fixtures per application
- Developed fixture schedules and cut sheets
- Evaluated code compliance (COMcheck)

EDUCATION

CANDIDATE FOR MASTER OF INTERIOR ARCHITECTURE
Boston Architectural College
Graduation May 2020

BACHELOR OF ARTS IN ART HISTORY &
FRENCH LANGUAGE AND CULTURE
University of Massachusetts, Amherst
Graduation May 2014

DESIGN ASSISTANT, PARKER TORRES DESIGN (2018-2019)
SUDBURY, MASSACHUSETTS

- Produced AutoCAD line drawings for furniture, lighting and building elevations (shop drawings and design studies)
- Rendered 2D views in Photoshop for presentation and design studies
- Coordinated and communicated with vendors
- Created FFE boards for client review
- Compiled Specification Books for in office and on site use

DESIGN AND PROFESSIONAL SKILLS

REVIT

AUTOCAD

PHOTOSHOP

ILLUSTRATOR

INDESIGN

AGI 32

ENSCAPE

FLUENT IN FRENCH

MS OFFICE

TEXTILE LIBRARIAN, ROMO INC (2018)
BOSTON, MASSACHUSETTS

- Assisted designers in textile and wall covering selections
- Organized inventory on display and in back stock

SALES REPRESENTATIVE, LV STYLE (2016)
SOUTHAMPTON, MASSACHUSETTS

- Mediated between clothing manufacturers and clients across New England via phone and e-mail
- Managed showroom inventory
- Facilitated trade shows including travel, set up/ break down, management of appointments

INTERESTS

CHARCOAL



WATERCOLOR



CROSSWORD PUZZLES

