

Michelle Jordan

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Phone #: (347)-546-0502

Current Address: 186 Hancock St. Cambridge, MA 02139

Objective: To obtain a position that would give me experience working with construction documents.

Education:

Boston Architectural College, Boston, MA
Masters of Architecture Candidate, June 2013

Hobart and William Smith Colleges, Geneva, NY
Bachelor of Arts in Architecture Studies Graduate, May 2005

Skills and Related Courses:

AutoCAD 2009 – Experienced in floor plans, section, details and elevations
Adobe Photoshop – Ability to utilize different techniques in rendering images
Sketch Up – Adept in quickly rendering buildings and sites
Revit Architecture 2009 – Knowledgeable in producing drawings and models

Work Experience:

Ellenzweig
Cambridge, MA July 2008 – May 2011

Shop Drawings Clerk / Junior Designer

- Responsible for organizing and tracking all project submittal documentation
- Worked with a team of four creating drawings for change orders and marketing
- Produced sketches and field measuring documentation for site surveys
- Created detail drawings for field revisions

NELSON New England Operating Company, LLC
Boston, MA January 2007 – June 2007

Project Coordinator

- Assisted in various facets of the design process, from doing redlines to ordering sample materials
- Maintained database of materials and product representatives
- Modified construction documents and created drawings of existing conditions for projects.
- Aided in construction punch lists for projects

Boston Architectural College (Center Summer Academy)
Boston, MA July 2006 – August 2006

Studio Leader

- Taught a group of twelve students the fundamentals of design
- Provided various techniques on making architectural models and drawings
- Oversaw field trips in which educated the students about urban environments of the city