



MICHELLE WINSECK

I N T E R I O R D E S I G N E R

PROFESSIONAL EXPERIENCE

INTERIOR DESIGNER

LEVI AND WONG DESIGN ASSOCIATES Concord MA, March 2017 - Present

- Design development for commercial architecture projects in the luxury senior living and hospitality sectors including initial design concepts, 3D design models using ArchiCAD, material, furniture, and lighting selections, space planning, furniture layouts, lighting, millwork, & custom furniture design.
- Construction documents including plans & elevations using ArchiCAD, finish & fixture specifications and schedules, researching products to meet sustainability requirements, communication with vendors and manufacturers

INTERIOR DESIGNER / PROJECT MANAGER

LEBLANC DESIGN, Waltham, MA, September 2015 - March 2017

- Design for residential projects in Newton, Weston, Wellesley, & Cambridge including new construction & renovations, bathrooms, lighting, millwork, & custom furniture design.
- Drafted plans & elevations using AutoCAD, created client proposals, budgets, & purchase orders using Design Manger, finish & fixture schedules, communication with vendors/contractors, and project installations.

INTERIOR DESIGNER / PROJECT MANAGER

KAREN BECKWITH CREATIVE, Lenox, MA, April 2013 - September 2015

- Design & renovation for lakehouse and mountain residences in the Berkshires and condos in New York City including kitchens, bathrooms, lighting, millwork, & custom furniture design.
- Design & renovation of Miss Halls Boarding School in Pittsfield, MA including dorms, dining room, admissions wing, head master's office, library, and centennial hall.
- Drafted plans & elevations by hand, created client proposals, budgets, purchase orders, finish & fixture schedules, communication with architects/contractors, and project installations.

INTERIOR DESIGNER / PROJECT MANAGER

DETAILS INTERIOR DESIGN, South Egremont, MA, April 2011 - April 2013

- Designed residential interiors in the Berkshires and collaborative design for a non-profit youth drop-in center with Clark & Green Architects.
- Drafted plans & elevations, created client proposals, budgets, purchase orders, finish & fixture schedules, communication with architects/contractors, and project installations.
- Managed payments to vendors and invoiced clients for materials and fees using Quickbooks.

DESIGN ASSISTANT / SUMMER INTERN

GAUTHIER STACY, Boston, MA, June 2010 - September 2010

- Prepared for and implemented installations for residential projects in Cape Cod and Nantucket, drafted furniture plans, prepared materials, and developed budgets for presentations.



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I N T E R I O R D E S I G N E R

PROFESSIONAL EXPERIENCE

DESIGN ASSISTANT / UNGERGRADUATE INTERN

KATE MALONEY INTERIORS, Cambridge, MA, January 2010 - June 2010

- Design research for residential projects in the greater Boston area, drafted plans & elevations, created client proposals, budgets, purchase orders, and finish & fixture schedules.

DESIGN ASSISTANT / UNDERGRADUATE INTERN

LITTLEWOLF ARCHITECTURE, Great Barrington, MA, May 2008 - September 2008

- Developed schematic designs for residential interiors in the Berkshires, drafted floor plans and interior elevations using AutoCAD, researched interior finishes, and presented to clients.

DESIGN & SOFTWARE SKILLS

ART & DESIGN

Hand Drafting, Rendering, Perspective Drawing, Sketching, Materials & Finishes Boards, Presentation Boards

DESIGN SOFTWARE

AutoCAD, Revit, ArchiCAD, Google Sketchup, Adobe InDesign, Adobe Photoshop, Adobe Illustrator

MANAGEMENT SOFTWARE

Design Manager, Quickbooks, Timeslips, Microsoft Word, Microsoft Excel, Microsoft Powerpoint

EDUCATION & RECOGNITION

NEW ENGLAND SCHOOL OF ART & DESIGN AT SUFFOLK UNIVERSITY, Boston, MA

Bachelor of Fine Arts in Interior Design, Minor in Art History

Semester Abroad at John Cabot University in Rome, Italy

Dean's Scholarship, Archer Fellow Scholarship, Trustee's Scholarship, & Delta Alpha Phi Honor Society

Class of 2010, Cum Laude

INTERNATIONAL INTERIOR DESIGN AWARDS NEW ENGLAND (IIDA)

Best Undergraduate Student Design for 'Verde, A Boutique Hotel'

Summer 2010

MOUNT EVERETT REGIONAL HIGH SCHOOL, Berkshires, MA

Class of 2006, Cum Laude