

Ana Steuart Michele

124 Everett St, Apt. 4
Arlington, MA 02474

anasmichele@gmail.com
508-740-9049



Professional Experience	Pearson Publishing , Boston, MA Editorial Assistant	November 2007 – Present April 2006 – April 2007
	<ul style="list-style-type: none">Edit the front-matter in Custom textbooks to comply with state standards.Correlate state standards to problems to create customized test preparation.Verify the accuracy of technical art and problems presented to students.	
	Thomson CenterWatch , Boston, MA Web Content Specialist	July 2007 – November 2007
	<ul style="list-style-type: none">Maintain web pages for clinical trials of new drugs and treatments worldwide.Create new customers and orders through a database system.Track billing requirements and create invoices.	
	Frank Shirley Architects , Cambridge, MA Architectural Intern	October 2005 – February 2006
	<ul style="list-style-type: none">Prepared 3D presentation (SketchUp) and schematic designs (VectorWorks) to convert an 1100 sq ft Carriage House.Prepared As-Built drawings of a basement; drafted schematic designs.Designed a rotating ironing board to fit in a small Laundry Room.Prepared As-Built drawings of a 5600 sq ft multi-addition Colonial home.	
Education and Co-Op	Northeastern University , Boston, MA Bachelor of Science in Architecture	April 2005
	Partners Health Care , Boston, MA Administrative Assistant	October 2004 – January 2005
	<ul style="list-style-type: none">Managed calendars for a doctor and a nurse, coordinated meetings.	
	Northeastern University , Boston, MA Laboratory Assistant	July 2003 – January 2004 March 2000 – March 2001, January 2002 – June 2002
	<ul style="list-style-type: none">Assisted students in learning AutoCAD, and PhotoShop maintained equipment.	
	Volpe Transportation Co , Boston, MA Student CAD Technician	May 2001 – December 2001
	<ul style="list-style-type: none">Marked fliers' locations in multiple photographs using Photo-Modeler.Prepared 3D models (TurboCAD) of fliers' locations.	
Computer Skills	AutoCAD 14 & 2004; VectorWorks 11; TurboCAD 3; PhotoShop 5.5, 6 & 8; SketchUp 5 Microsoft Office: Word, Excel & PowerPoint 2000 & 2003; HTML & Web Design	
Awards and Interests	Shower House Design	2006 – 2007
	<ul style="list-style-type: none">Designed an addition to a converted barn with showers and storage space.The design was approved by inspectors and the ADA, and construction completed in 2007.	
	Northern Lights Costumers' Guild	January 2006 – Present
	<ul style="list-style-type: none">Share design ideas and sewing tips with other costumers.	
	Jeld-Wen Student Design Competition	2005
	<ul style="list-style-type: none">Honorable Mention award given for Celtic Knotwork Door.	