



# MICHAELA ARMSTRONG

INTERIOR DESIGNER

## PROFESSIONAL SUMMARY

Detail oriented, organized, and motivated about all that I do. Design and construction background for small and large businesses including RH, Design Centers, and Remodeling Companies; US Navy Veteran; BFA in Interior Architecture and Design from Academy of Art University San Francisco.

## SKILL HIGHLIGHTS

- » Revit
- » Microsoft Office
- » Twin Motion
- » Canva
- » Outlook
- » AutoCAD
- » Adobe
- » SketchUp
- » Sketching
- » Google Suite

## INTERIOR DESIGNER

02/2023 - CURRENT

**ADMINISTRATION ASSISTANT // NORTHBAY KITCHEN AND BATH DESIGN CENTER**  
Performed executive secretarial duties for D&R Construction. Created schedules for 12-15 employees; scheduled meetings and appointments for vendors, clients, and employees; managed large construction projects; implemented new software programs for managing design and construction projects; held monthly employee meetings as well as recording meeting minutes; answered company emails; and revamped company branding.

## ASSOCIATE DESIGNER

05/2021 - 02/2023

**INTERIOR DESIGNER // RH INTERIOR DESIGN YOUNTVILLE, CA**  
Provided a luxury design experience for projects ranging from \$50,000 - \$100,000. Created personalized high-end residential concepts sourced with RH furniture, lighting, decor, and art. Managed a thorough design process including concept meetings, site visits, detailed furniture floor plans, presentations, purchasing appointments, and turn key installations. Top sales associate; early promotion.

## PROJECT MANAGER // INTERIOR DESIGNER

01/2020 - 05/2021

**PROJECT MANAGER & INTERIOR DESIGNER // ROSE GENERAL CONTRACTING**  
Managed high-end residential construction projects by scheduling, coordinating subcontractors and artisans, developing estimates, purchasing of job supplies, and billing customers. Upheld pretentious customer service for VIP clients.  
Assisted clients in design decisions such as: material and finish selections, space planning, developing purchase orders, renderings, 3D walk-throughs and provided general interior design advice.

## US NAVY CORPSMAN

10/2009 - 06/2014

**US NAVY CORPSMAN // CVN 73 YOKOSUKA, JAPAN // PEARL HARBOR HAWAII**  
Responded to medical emergencies aboard a forward deployed aircraft carrier during "Operation Enduring Freedom". Assisted the highest enlisted sailor (Command Master Chief) in supervising all of Naval Health Clinic Hawaii enlisted Staff. Received Navy and Marine Corps Achievement Medal from this position

## EDUCATION // TRAINING

**Bachelor of Arts // Interior Architecture & Design**  
Academy of Art University  
San Francisco, CA, United States  
September 2018 - May 2021

**Associate of Arts // Architecture & Engineering**  
Diablo Valley College  
Pleasant Hill, CA, United States  
August 2017-May 2018

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