

# Pei – Chi “Claire” Li

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## Education

**Boston Architectural College**, Boston, MA September 2004 – May 2008  
Master of Interior Design  
Segment 1 Portfolio Review Award January 2006  
Master of Interior Design Thesis Commends Winner May 2008

**Queen’s University**, Kingston, ON, Canada September 2000 – June 2004  
Bachelor of Fine Arts, Honors

## Professional Experience

**Cubellis Inc.**, Boston, MA April 2007 – Present

### *Designer*

- Test-fit plans of various projects for clients.
- Involve of all phases of project work including programming, space planning, concept development, furniture selection specification, construction documents, technical specifications, and consultant coordination.
- Attendance at design meetings and presentations to ensure consistent development of image, character and aesthetic quality.
- Construction administration, verifying that the contractor successfully executes the design intent.
- Develop 3D rendering by using SketchUP program.

**Thomas R. Huth Architects**, Newton, MA January 2006 – December 2006

### *Designer / Office Manager*

- Used VectorWorks for existing plans, field verifications, specifications, details, and various red lines from Project Managers.
- Assisted Project Manager in schematic design, design development, and construction documents for client meetings.
- Selected finishes, materials and accessories, met with representatives (textile, furniture, carpet, tiles, etc.), ordered samples and communicated with vendors.
- Built models by employing various materials (foam core, chip board, etc.) for presentations.
- Prepared graphic materials and content for the website with Adobe Photoshop and Illustrator.
- Site-measured residential and small scale commercial settings.

**Jon Andersen Design Service**, Boston, MA May 2005 – August 2005

### *Design Assistant*

- Hand-drafted and rendered floor plans, elevations and sections.
- Prepared the client presentation board.
- Researched at the Boston Design Center and selected fabric and furniture options for clients.

**Design Associates, Cambridge, MA**  
*Marketing / Administrative Intern*

March 2005 – July 2005

- Provided administrative and marketing support for leading residential design firm staff.
- Created press kits using Adobe Photoshop and Illustrator.
- Facilitated client contact, filed documents, and seminar planning.

**Outside Interests & Skills**

- Computing: AutoCAD 2005/2006, VectorWorks 12, SketchUP, Adobe Suite, MS Office, Windows XP, and Mac OS X.
- Furniture Design: chair – made with poplar and willow, bed – welded steel bar and steel sheet, side table – made with walnut plywood and veneer.
- Photography: Black and White, Digital.
- Freehand drawing, concept sketching and oil paintings.
- Fluent in Mandarin and Taiwanese.