

Kyra Traxler

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EDUCATION

BOULDER HIGH SCHOOL, BOULDER COLORADO; AUG 0 - MAY 13

UNIVERSITY OF COLORADO, BOULDER; AUG 13 - MAY 17

Undergraduate in Environmental Design, Certificate in Architectural Lighting Design
Graduated 1st in Class of 2017

EXPERIENCE

JUNIOR LIGHTING DESIGNER, BIRKENSTOCK LIGHTING DESIGN; JUNE 17-PRESENT

Developing concept designs and presentations for clients. Creating CAD/Revit drawings of designs. Performing calculations of light levels and energy usage. Looking at and adapting designs to local code requirements. Researching and specifying lighting fixtures and control systems. Creating zoning and control plans. Developing renderings and images for clients. Meeting with clients about designs and project goals.

LEAD STUDENT AMBASSADOR, CU BOULDER PROGRAM OF ENVIRONMENTAL DESIGN; JUL 14 - MAY 17

Meeting with prospective students, giving tours of the programs academic building, running orientation and prospective student events, managing a communal work space, performing administrative duties, coordinating student ambassadors, blogging about student life, and additional misc. design projects.

TEACHING ASSISTANT, CU BOULDER PROGRAM OF ENVIRONMENTAL DESIGN; JULY 15 - DEC 15, AUG 16 - MAY 17

ENVD 3114: History and Theory of Environmental Design: Architecture. Holding office hours, answering questions, grading research notes/outlines/papers, proctoring exams, creating online quizzes, and facilitating guest lectures.

RETAIL SALES ASSOCIATE, RAGS CONSIGNMENT; MAY 14 - AUG 15

Customer service, customer transactions, inventory, stocking, organizing and cleaning.

ASSISTANT MANAGER, CO-MOTION BOULDER; NOV 12 - AUG 13

Customer service and managing the space with duties including: answering questions, meeting/greeting, cleaning, maintaining the space. Working with social media (Facebook, Twitter, Hootsuite) to promote the company.

Operations Assistant, Beaded Impressions Inc; Jan 06 - Feb 12

Work on all aspects of operations to help with efficiency and smooth running of the business including: customer service, intake, fulfillment, shipping, organization, preparation, product recommendation, product research, web site development, designing jewelry, and writing content/tutorials.

TECHNICAL SKILLS

- * Adobe Creative Suite (Photoshop, Illustrator, Indesign, Premier, Lightroom, Acrobat)
- * AGI 32 & Visual 3D
- * AutoCAD Architecture
- * Rhino (with Grasshopper plug-in)
- * Sketchup Pro & Layout
- * Graphic & Digital Presentation
- * Hand Drafting & Sketching
- * Wordpress Website Management
- * Microsoft Office (Word, Excel, PowerPoint) & iWork (Pages, Numbers, Keynote)
- * CRLA Certified as a Peer Mentor