

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

## SUMMARY

Detail-oriented professional with more than 13 years of construction experience in pipe laying, bedding and backfilling pipe. Experienced in concrete layout, forming, placement, and finishing.

## HIGHLIGHTS

- Engineering software
- Background in GPS surveying
- Strong communication skills
- Leadership experience
- Creative problem solving
- Autodesk AutoCAD software
- Experienced Equipment Operator
- Military Experience
- Project Management
- Vast computer knowledge
- Mathematical skills
- Project management
- Blueprint Reading Experience

## ACCOMPLISHMENTS

- Supervised and trained apprentice project designers and watched over product installation to ensure quality and efficiency.
- Produced complex drawings and compiled several drawings into one finished product for customers for easier viewing and a more organized record of irrigation systems.
- Have created numerous Excel templates using my own formulas for different areas in the pipeline career field which include cut sheets, depression main sizing, billing sheets, and work order sheets.
- In the last ten years I have worked my way up from top man, to bottom man, and eventually to head surveyor and office manager in the pipe laying career field.

## EXPERIENCE

### Land Surveyor - Layout Designer - Office Manager, 03/2013 - Current

#### L&E Farm Drainage – City, STATE

- Use excavators and backhoes to locate old tile systems to ensure proper placement of newly designed drainage systems.
- Use excavators and backhoes to dig on-grade bottoms for underground farm drainage pipeline mains.
- Use backhoes, dozers, tampers, and packers to back fill spoil piles for underground pipeline mains.
- Design and develop agricultural drainage systems and managed numerous projects simultaneously.
- I currently use several software programs including AutoCAD to create detailed maps used for tile installation guides, billing purposes, and customer records.
- I have created numerous templates, including a fully dynamic cut sheet template, billing sheet templates, and mapping templates.

### Land Surveyor - Layout Designer, 08/2011 - 01/2012

#### Drainage Design And Survey – City, STATE

- Designed and developed agricultural drainage systems and managed numerous projects simultaneously.
- I have provided onsite training for two apprentices during my time here.
- I used several software programs including AutoCAD to create detailed maps used for tile installation guides, billing purposes, and customer records.
- I have created numerous templates, including a fully dynamic cut sheet template, billing sheet templates, and mapping templates.

### Pipeline Laborer - Land Surveyor - Layout Designer, 05/2006 - 08/2011

#### Hodgman Drainage Co – City, STATE

- Worked my way up from top man to bottom when installing underground sewer and water pipelines.
- Made sure pipelines were on grade and fastened together properly.
- Designed and developed agricultural drainage systems and managed numerous projects simultaneously.
- I used several software programs including AutoCAD to create detailed maps used for tile installation guides, billing purposes, and customer records.

### Concrete Laborer - Finisher, 04/2005 - 04/2006

#### Hanna Concrete – City, STATE

- Helped design concrete layouts for footings, sidewalks, driveways, grain bins, and roads.
- Used and installed concrete forms for concrete placement.
- Poured, finished, screeded, and edged concrete placements.

### Liquid Fuels Maintenance Technician, 05/2003 - 08/2004

#### United States Air Force – City, STATE

- Responsible for proper function of all underground and above ground liquid fuel pipelines on Spangdahlem Air Base.
- Installed and maintained underground pipelines, fuel tanks, filter separators, and pump stations for JP8 jet fuel, diesel fuel, and gasoline fuel.
- Continued training throughout my career in the Air Force.

## EDUCATION

### Completion Certificate : AutoCAD Civil 3D 2011 Template Creation, 2011

#### Managed Design Inc - Edina, MN

- Advanced coursework in AutoCAD Civil 3D 2011 template creation and usage.
- General coursework in AutoCAD Civil 3D 2011.

### Completion Certificate: General Coursework in AutoCAD Civil 3D 2011, 2011

#### Managed Design Inc. - Edina, MN

### Diploma: Liquid Fuels Maintenance, 2003

#### Liquid Fuels Maintenance Technical School, United States Air Force - Sheppard Air Force Base, TX

Studied and had on the job training for installing and maintaining underground pipeline system, fuel containment tanks, filter separators, and pump stations.

### High School Diploma: General Coursework, 2003

#### Northwood - Kensey Jr - Sr Highschool - Northwood, IA

- General coursework with highlights in mathematics.

- Played snare and bass drum in band and marching band.

- Helped create the first ever chess club at NK highschool.

- Chess club champion two years in a row.

- Accomplished 12 year wrestler.

## SKILLS

### Computer

- Fluent in CAD Software Utilization

- Microsoft Excel Utilization

- Quickbooks Experience

### Machinery

- Very Experienced Excavator Operator

- Efficient in Dozer Operation, Backfilling and Grading

- Skid Loader Experience

### Laborer

- Experienced in top man and bottom man when laying pipe

- Experienced in concrete forming, placement, and finishing

### Management

- Office manager: In charge of all filing, maps, and software on all company computers

- Project Designer: Design and manage all product installation to ensure quality and efficiency

- Train apprentice surveyors in project design and job mapping to perform accurately and efficiently