

# JESSICA CLAIRE

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

## PROFESSIONAL SUMMARY

Imaginative Designer with excellent analytical, research and collaboration skills. Adapt at successfully managing and coordinating projects from concept through completion. Clever Designer with natural gifts in. Outstanding leadership, drawing and researching talents. Consistently recognized for fresh and innovative ideas. Excellent self-promotion, interpersonal and active listening skills. Reliable employee Offering excellent communication and good judgment. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals. Resourceful Manufacturing Engineer with 2 years of experience. Trained in leadership and design with extensive knowledge of production floor maintenance. Successful at cultivating relationships with vendors and clients. Analytical Manufacturing Engineer with extensive knowledge and expertise in line operation and repair. Motivating and energetic, providing empowering team leadership with commitment to quality. Well-versed in inspection and troubleshooting.

## SKILLS

- CNC programming
- Operations support
- Project Management
- Computer-Aided Design (CAD)
- Code Compliance
- Calculations and Measurements
- Engineering Isometrics
- QA Tools
- ISO Quality Standards
- Quantity Verification
- Manufacturing Enhancement
- AS9100 Management System
- Tool Use Understanding
- SS Principles
- Six Sigma Methodologies

## WORK HISTORY

**Draftsman**, 11/2022 - 03/2023

**Floor & Decor** – Andrews, TX

- Developed CAD drawings from hand sketches, verbal instructions and site visits.
- Created CAD models and drawings for 2d and 3d designs.
- Used computer-aided design software to prepare blueprints and schematics.
- Interpreted technical drawings, schematics and computer-generated reports to make revisions to CAD drawings.
- Conducted field surveys and visited site locations to take note of natural and man-made structures.
- Analyzed building codes, space and site requirements and other technical documents and reports to determine effect on architectural designs.
- Verified work compliance with contractual requirements by reviewing projects at each stage.
- Visited contractors on job sites and provided advice on how to correct improper implementations.
- Coordinated structural, electrical and mechanical designs and determined best method of presentation to graphically represent building plans.
- Correlated, interpreted and modified data obtained from topographical surveys, well logs and geophysical prospecting reports.

**CAD Drafter**, 08/2022 - 10/2022

**General Electric** – Weslaco

- Created, printed and modified drawings in AutoCAD and Revit.
- Used computer-aided design software to prepare blueprints and schematics.
- Worked with architects, engineers and customers to efficiently resolve planning and construction issues.
- Created designs and blueprints according to customer specifications, timelines and supply inventories.
- Reviewed specifications to generate complex details of individual system components.
- Applied knowledge of codes to drafting projects.
- Developed CAD drawings from hand sketches, verbal instructions and site visits.
- Calculated dimensions and allowances with accurate precision for project specifications.
- Analyzed component and system details to resolve design problems.
- Organized web-based storage sites and collaboration project sites using ProjectWise or cloud storage to share drawings with project and subcontractors.

**Designer**, 08/2020 - 03/2022

**GE Aviation**

- Obtained approval of concepts by submitting rough drafts to management or to client.
- Developed design deliverables that elevated, differentiated and functioned on-brand and on-strategy.
- Researched new design technology and tools to bolster professional skillset and drive quality deliverables.
- Identified design requirements for each project.
- Exceeded goals through effective task prioritization and great work ethic.
- Used coordination and planning skills to achieve results according to schedule.
- Developed and maintained courteous and effective working relationships.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Enhanced functionality and appearance of website and repaired functionality issues.
- Tracked and reported problems with site designs, providing remedial suggestions for resolution.
- Reviewed specifications to generate complex details of individual system components.
- Used computer-aided design software to prepare blueprints and schematics.
- Created, printed and modified drawings in AutoCAD and Revit.
- Analyzed component and system details to resolve design problems.
- Identified potential operational issues and redesigned products to improve functionality.
- Organized web-based storage sites and collaboration project sites using ProjectWise or cloud storage to share drawings with project and subcontractors.
- Collaborated with design and engineering staffs to solve AutoCAD and spatial net related issues.
- Created designs and blueprints using spatial net according to customer specifications, timelines and supply inventories.

**Lean Leader**, 04/2019 - 06/2020

**Company Name**

- Introduced new programs to increase profits by 3% over monthly increments.
- Implemented loading dock process and productivity improvements.
- Built, supervised and mentored teams and leaders in receiving and inbound operations.
- Analyzed equipment breakdowns using various troubleshooting methods.
- Repaired equipment to keep jobs moving smoothly, informing department of major machinery failures.
- Created and implemented strategies for improving operational efficiency and accuracy.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
- Located and resolved problems with team production and performance to maintain consistent quality levels.
- Executed physical relocation of facility, including design of floorplan, wiring and furnishing placement while maintaining transitional efficiency.
- Maximized productivity by keeping detailed records of daily progress and identifying and rectifying areas for improvement.
- Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.

**Machinest**, 04/2019 - 04/2020

**Company Name**

- Studied daily work instruction, sketches, drawings, blueprints and manuals to determine dimensions and tolerances accurately.
- Lubricated parts and performed minor and preventative maintenance to improve machine function and increase lifespan.
- Obtained blueprints and support materials from suppliers and engineers.
- Closely monitored equipment to detect and report malfunctions and prevent accidents.
- Manually set up machinery and equipment.
- Interpreted drawings and planned work in proper operational sequence on multi-cut jobs.
- Assessed equipment after each production run, performing preventive maintenance to keep machines running smoothly.
- Mentored and trained crew members on setups and input data wireless installation projects.
- Laid out and set up work area quickly for repair.

**Cnc Programmer**, 08/2018 - 04/2019

**Company Name** – McAllen, TX

- Prepared detailed reports on updates to project specifications, progress, identified conflicts and team activities.
- Wrote highly maintainable, solid code for software system, forming core framework and earning consistent praise from subsequent developers since initial version.
- Updated documentation with project deviations to capture changes.
- Identified and suggested new technologies and tools for enhancing product value and increasing team productivity.
- Provided dedicated coaching to interns and new employees to boost efficiency throughout department.
- Integrated simplified data visualization media and tools to illustrate complex measurements and analyses.
- Maintained tight tolerances with design specifications.
- Adhered to high level of safety by following company rules and regulations to prevent injuries.
- Moved finished work to correct staging area for disposition.
- Manually set up machinery, lathes and grinders.
- Prevented machine breakdown by maintaining proper lubrication and cooling during operation.
- Completed manual adjustments and tooling changes in absence of automatic programming.
- Reviewed and interpreted schematics, blueprints and work instructions to determine product specifications and machine requirements.
- Tested features, documenting findings, modeled trends and submitted reports.
- Verified appropriate product lubrication and cooling throughout machine operation.

## EDUCATION

**No Degree**: High Performance And Custom Engine Technology, 06/2025

**High Performance Academy** - New Zealand

- Continuing education in 2024

**Associate of Applied Science**: Precision Manufacturing, 05/2017

**South Texas College** - Mcallen, TX

- Continuing education in computer science

- NIMS Scholarship Recipient