

# Jessica Claire

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<b>PROFILE</b>	<ul style="list-style-type: none"><li>Mechanical Designer/Drafter/Engineer with 12 years of progressive experience in mechanical design specializing in field of optical spectroscopy with additional 6 years of experience in mechanical design and drafting in field of semi-conductor and aerosol valve manufacturing industry.</li></ul>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>Proficient in Cadd Programs Vellum, Graphite 2d Able to do basic engineering calculations have and Xenon 3d modeling programs as well as knowledge G&amp;DT. AutoCad 2000 &amp; 2002 2d &amp; 3d programs. Have basic knowledge engineering mechanics Knowledge of engineering, manufacturing and (statics), strength of materials, dynamics, machine shop practices. Have basic knowledge of CNC programing. Able to operate some machine shop equipment.</li></ul>
<b>ACCOMPLISHMENTS</b>	<ul style="list-style-type: none"><li>Drafting Prepared welding fixture and fabrication drawings and modifications.</li><li>Make drawings in compliance with company's drafting standards.</li><li>Draw electrical schematics and wire harness drawings for instrumentation.</li><li>Prepare illustration drawing's for instruction manuals for company instrumentation and product line.</li><li>Prepare illustration drawing's of instrumentation and product for quotations and sales orders.</li><li>Quality Control Inspect parts from outside vendors from company's engineering drawings to ensure that parts are within tolerances and specifications.</li><li>Prepare assembly and tooling drawings for multi-cavity injection molds.</li></ul>
<b>PROFESSIONAL EXPERIENCE</b>	<p><b>MECHANICAL DESIGNER/DRAFTER/ENGINEER</b> 10/2002 to 08/2014 <b>HARRICK SCIENTIFIC PRODUCTS, INC   City, STATE</b></p> <ul style="list-style-type: none"><li>Designing new products from concept to finish under supervision.</li><li>Designing prototype test fixtures instrumentation being developed under supervision.</li><li>Designing customer specials from customers specification under supervision.</li><li>Work with project manager on new product designs as assigned.</li><li>Work on R&amp;D (research &amp; development) projects as assigned.</li><li>And assign final manufacturing drawing numbers when they became final products.</li><li>Make ECN.(engineering change notices) when necessary for manufacturing drawings and new release packages for new products designs and distribute them to necessary departments after final approval of engineering manager.</li><li>Make necessary engineering calculations for projects that I was assigned.</li><li>Keep records of time on computer of various projects that I was assigned.</li><li>Revise and update Cad drawing files and documentation and preparing BOM (bill of materials) for various projects that I was assigned.</li><li>Assist in cost analysis on new projects as well as customer specials when requested by engineering manager.</li><li>Assemble custom instrumentation and standard products as assigned.</li><li>Order necessary purchase parts, components and material for projects that I was assigned.</li><li>Keep records on computer of work distribution to machine shop using excel program to ensure that work is done on time for various projects and for cost analysis.</li><li>Request price quotation from outside machine shop vendors on parts and presented the quotes to engineering manager for final approval.</li><li>Issue manufacturing part drawings to company purchasing agent on regular basis so that she could keep necessary inventory parts in stock for product line.</li><li>Met once a week with outside consulting engineer on optical layout designs and various new product projects and customer special projects and R&amp;D (research &amp; development) projects.</li><li>Report to president of the company in meetings twice a month on progress of various projects that I was assigned.</li></ul> <p><b>MECHANICAL DESIGN DRAFTSMAN</b> 11/1980 to 05/1983 <b>EXXON CORPORATION   City, STATE</b></p> <ul style="list-style-type: none"><li>Design and drafting of jigs &amp; fixtures, aluminum sheet metal chassis for electrical components and laboratory test.</li><li>equipment for semi-conductor industry.</li><li>Design and drafting, revise of electro-mechanical components laboratory equipment for science experiments and.</li><li>testing.</li></ul> <p><b>MECHANICAL DRAFTSMAN</b> 07/1977 to 08/1980 <b>PRECISION VALVE CORPORATION   City, STATE</b></p> <ul style="list-style-type: none"><li>Made mechanical layouts, assembly, shop drawing's for high speed assembly machinery for the aerosol industry.</li><li>Made injection mold assembly and tooling drawings and injection molding machines equipment layout assembly drawings for molding machinery.</li><li>Revise and update mechanical drawing and BOM as required.</li><li>Organized files for engineering and drafting departments.</li><li>Organized and revise customer part drawing files and distributed them as requested for customer.</li></ul>
<b>EDUCATION AND TRAINING</b>	<p><b>DIPLOMA WITH HONORS: PROFESSIONAL GUNSMITHING PROGRAM</b> 2014 <b>Ashworth College, Georgia</b></p> <p><b>DIPLOMA (CERTIFICATE): DRAFTING &amp; MECHANICAL TECHNOLOGY</b> 2001 <b>Westchester Community College, Valhalla, New York</b> Studied mechanical technology program and drafting. Completed most of courses for A.A.S. program in mechanical technology. (Can provide a transcript of all the courses completed from 1974 to 2001 upon request.)</p> <p><b>HIGH SCHOOL DIPLOMA</b> 1974 <b>Ossining High School, Ossining, New York</b></p>
<b>AFFILIATIONS</b>	
<b>SKILLS</b>	<ul style="list-style-type: none"><li>3d, 3d modeling, AutoCad 2000, basic, Cad, CNC, concept, consulting, cost analysis, Designing, documentation, DRAFTING, engineer, engineering manager, experiments, drawing, inventory, laboratory equipment, layout, machine shop equipment, machinery, materials, mechanical, meetings, excel, progress, purchasing, research, specification, supervision, test equipment</li></ul>