

JESSICA CLAIRE

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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.
- Was voted Dorm Council Vice President in Spangdahlem Air Base, Germany after only four months of being stationed there.
- Created the first ever chess club at NK high school in Northwood IA.
- Chess club champion two years in a row at NK high school.

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 – Kensett 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