

## Resume Cover Letter

Name: Brian Collette  
Address: 2441 Minnesota Ave.  
Norfolk, VA 23513  
Phone Number: 757-324-8102  
Email Address: Thaibxer87@gmail.com

To, Human Resources

Dear Employer,

I am well-qualified and highly proficient in the field of Drafting and Technological Development, who would be an exceptional choice for this position.

My career growth potential is second to none, fully capable of handling responsibility and building positive relationships with work colleagues at all levels. My previous employer was very satisfied with my work rate, and I am confident that I can bring the same level of high performance to your company.

I trust that my services, experience, and status for superiority can greatly enhance your company's already impressive performance. I have a proven track record of obligations towards integrity and commitment to business objectives. I am a team player in the office, I love working in demanding atmospheres, and I am self-starter necessitating very little supervision.

I believe I can make a positive influence on your organization and am looking forward to the opportunity. I very much hope that you will look promisingly upon my application by recognizing my enthusiasm, aptitudes, commitment and future potential.

Thank you in advance for your time and consideration.

Yours sincerely,

Brian Collette

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## **BRIAN COLLETTE**

2441 Minnesota Ave.  
Norfolk, VA 23513  
757.324.8102  
Thaibxer87@gmail.com

### **TECHNICAL SKILLS/QUALITIES**

- **Programming Languages:** C#, SQL, C++, CSS, HTML, HTML 5, JavaScript, PHP and ASP.NET
- **Design Programs:** AutoCAD 2019, Adobe Dreamweaver CS6, Adobe Illustrator CS6, Adobe Photoshop CS6, Adobe Premier CS6, Master Suite CS6 Collection
- Strong understanding and Implementation of Linux
- Designed, implemented and integrated relational database activities for SQL Server management
- Proficient Skills in AutoCAD 2019, Civil Design, Electrical Distribution and Transmission Design, Structural Design and Fabrication Design
- Knowledgeable and proficient in Microsoft Office 2019 (Word, Excel, Power Point, Access, Outlook), Windows 7, Windows 10
- Accurate keyboarding skill of 60+ wpm; 10 keys by touch; fax; multi-line phones
- Certified Customer Service and Help Desk
- Excellent customer service, organizational and communication skills; multitasking capabilities; conscientious; excellent team player with proven leadership qualities

### **EDUCATION**

#### **ECPI University, Virginia Beach, VA**

Bachelor of Science Degree in Computer and Information Systems

Majoring in Web Development

Key Coursework: Fundamentals of Customer Service, Digital Imaging, Logic and Design, Programming, Database, Storyboarding for Animation, Networking, Web Client Scripting, Web Interface Design, Critical Thinking, Code Design and Debugging, Object-oriented Programming Using C#, Web Site Management, Web Interface Design, Server-side Framework/Scripting

### **AWARDS/CERTIFICATIONS**

- ⤴ Certificate of Completion PROCORE Fundamentals
- ⤴ Hermitage Foundation 1<sup>st</sup> place Art and design exhibit
- ⤴ Help Desk Certification
- ⤴ DCJS - O5E Arrest Authority
- ⤴ Golden Gloves boxer 2004 212lbs Arlington, VA
- ⤴ 2007 Muay Thai Kickboxing Champion (KOTR)

- ⤴ 2008 Thai Boxing Champion WKKO
- ⤴ 2008 NAGA Grappling champion
- ⤴ 2010 WKA USA North American Muay Thai Champion
- ⤴ 2011 Fort Meyers runner - up regional heavyweight boxer

## **EMPLOYMENT HISTORY**

***Designer of Electric Distribution and Transmission*** Team Fishel, Hampton, VA

*March 2019- May 2018*

- Strong understanding of Dominion Energy Construction and Engineering standards
- Manually and electronically design and draft detailed wiring diagrams
- Handling easements to orientate specific placement of electrical distributions to residential and commercial structures
- Strong experience in GIS Mapping
- Solid math skills including geometry and trigonometry required to perform complex calculations to support electrical designs
- High ability in Geo – Coordinate mapping, required to reference geography and design base mapping
- Exceptional expertise in AutoCAD 2019
- Paramount linguistic skills, ability to successfully communicate with residents or government administrators

***Draftsman Civil, Tech Developer*** Crofton Industries, Portsmouth, VA

*July 2012- October 2017*

- Excellent proficiency with AutoCAD 2017 – Civil tools, GIS Mapping
- Superior knowledge of Design Principles
- Strong experience in Civil Project Design, Two-Dimensional, 3-Dimensional and Isometric drafting
- High capability to handle large municipal and land development projects
- Responsible for drafting site plans for cathodic testing and pipeline crossings for deep water production
- Sound ability to determine design volumes, stress aspects and weights
- Outstanding decision-making and management skills
- Over five years' experience designing, developing, integrating, and supporting corporate tools and applications, including content management, database architecture
- Manage multiple projects simultaneously. Learn and apply new technologies quickly

***Door Manager***, Guadalajara's, Virginia Beach, VA

*February 2009- 2011*

- Checked identification of customers for validity
- Maintained formal work attire
- Managed the safety of the work environment in professional manner
- Controlled the consumption of alcohol by patrons through teamwork

***Conference Floor Attendant***, Founders Inn, Virginia Beach, VA

*September 2005- August 2007*

- Created an event setting by planned diagram
- Performed transportation of 72'-inch tables
- Worked in teams to provide numerous environmental set ups and assemblies for weddings, dances, conferences, lectures and office gatherings

***Sales associate, Vector CutCo, Virginia Beach, VA***

*September 2005 – 2006*

- Created a commission-based income from the sale and distribution of knives and eating utensils
- Managed the organizational charts and spreadsheet databases of customer listings