

ALEXANDRA N. PHILLIPS

12806 Cottage Mill Place ■ Midlothian Va 23114 ■ (804) 317 4254 ■ alyphillips7@gmail.com

QUALIFICATION SUMMARY

- Experienced Mechanical Designer with excellent computer skills
- Results-oriented with above-average mechanical aptitude and close attention to detail.
- Dependable and responsible individual with a positive outlook
- Strong desire to utilize and develop mechanical/technical skills.
- Relates well to customers, contractors & others with earnestness and initiative to get the job done expeditiously & correctly.
- Able to organize problems and projects into time-sensitive and in importance to priorities.

SKILLS

- Project Management & Submittal Preparation
- Autodesk Inventor 2008 through 2016
- Microsoft Office Applications
- SolidWorks 2011
- Solid Edge ST4 through ST9
- Autodesk Vault 2009 through 2011
- AutoCAD 12 through 2017 releases
- Sales Representative & Customer Relations

CAREER EXPERIENCE

Mechanical Designer

AMF Bakery Systems (temporary contract through Aerotek), Richmond, VA

2/18-6/19

Designed, developed, improved and redesigned new and existing products. Performed design investigations, analyses, feasibility studies and 3D design for new components or assemblies using data supplied by the Mechanical Engineer or Supervisor. Collaborated with different departments (Manufacturing, Sales, etc.) to provide support/feedback as required. Responsible for product inspections/checkouts. Investigated and integrated a wiring and pneumatic tube routing solution in Solid Edge and with the existing data management system and manufacturing flow.

Solid Edge ST9, AutoCAD 2017, Word, Excel

Project Manager/Technician

CP&P (Concrete Pipe & Precast), Ashland, VA

2/17-2/18

Processed orders for custom concrete products manufactured at multiple production facilities. Assembled submittal packages. Determined the most economical configuration of precast structures or systems to meet project specific requirements. Used proprietary (CASS) and commercial software to create production drawings. Coordinated with Sales and Project Coordinators to assure correct products and services are configured and to assure timely production and delivery. Requisitioned services and/or materials from internal and external resources as necessary.

Excel

AutoCad 2016, Inventor 2016, CASS, Word,

Mechanical Designer/Engineer

Borgwaldtkc Inc., N. Chesterfield, VA

1/13-6/24/16

Conceptualized and designed testing machinery as per customer and company specs. Collaborated with software designers, fabricators and other engineers to optimize parts to ensure high quality control standards. Documented all steps, standardized catalog of parts and worked within budget on all projects. Provided mechanical support for current designs and offered recommendations for future and current improvements on design and function. Ensured that communications and team goals were maintained during all steps of the development of prototypes.

Solid Edge ST4 through ST8, Word, Excel

Retail Business Owner (Children's Upscale Resale Store)

Kid to Kid, Owner, Midlothian, VA (Silent Partner at present)

6/12-Present

Purchased an underperforming store and helped lead the turnaround to transform the retail location into a profitable and successful business. Created budgets, maintained and installed computer and POS systems, designed interior marketing schemes, streamlined and organized back stock and inventory. Managed and trained a team of ten employees. Researched and devised a directed plan to continue the profitability of the retail store, relocation and expansion. Word, Excel, Vendor Relations

CAREER EXPERIENCE *(continued)*

Mechanical Designer

RLC Technologies Inc (temporary contract through ActionTech), Richmond, VA

4/12-6/12

Prepared a complete design for a Thermal Oxidizer solution from rough design ideas. Created complete detail drawings and material purchase lists as necessary. Learned and became a adept user of SolidWorks in the short time the use of it was available, as it is very similar to the Autodesk Inventor of which I am proficient; including Bills of Materials linking and global project linking of parameters. Solidworks 2011

Mechanical Designer/Drafter

Bigge Crane and Rigging, Richmond VA

12/07-11/11

Integral part of the design team of what is to be the largest North American land crane. Designed girders and et al to rig in heavy (up to 1000 tons) pieces of equipment into place including power plant dynamos/generators and reactor core replacement. Integrated design needs with ease of fabrication, cost, timeliness, quality, vendor relationship, etc. Created Bills of Material for all designs and worked with purchasing on fabrication decisions. Utilized Autodesk Inventor 2008 through 2011 and Vault in my design work employing many advanced techniques in building models and linking bills of materials, etc.. Researched and presented new and innovative ways to accomplish end results. Worked with outside drafter contract hires to offload less critical drafting work. AutoDesk Inventor 2011, Vault, AutoCad, Word, Excel

Mechanical Designer

Environmental Tectonics Corporation, Southampton, PA

3/04-5/08

(Worked remotely part-time for 6 months on a few projects while working at Bigge Crane)

Designed automotive emissions testing chambers, automotive acoustic chambers, other high-pressure containers, solar testing equipment, and pneumatic systems. Created sales drawings with an extremely quick turnaround. Integrated design needs with ease of fabrication, cost, timeliness, quality, vendor relationship, etc. Oversaw the work of two temporary drafters when business needs dictated. AutoCad, Word, Excel

Mechanical Designer

The Rees Companies Incorporated, Collegeville, PA

12/02-2/04

Prepared complete design solutions from rough engineering drawings, devising alternate designs when original plans were not feasible. Created submittal drawings, detail drawings and material purchase lists as necessary. Coordinated purchase lists with fabrication shop and worked directly with shop on details and assemblies. AutoCad, Word, Excel

Mechanical Designer

USFilter Envirex Products, Chalfont, PA

1/01-11/02

Prepared complete and accurate project submittals for modification of semi-mature and wholly redesigned waste water filtration products. Thoroughly investigated the engineering file and subsequently contacted customers, contractors, sales representatives and vendors to ensure the most correct submittal possible, resulting in a high rate of project approval. Also responsible for post-approval process in which production releases are detailed, quotes requested, and advance orders were queued for manufacture either internally or externally. Interacted with machine shops, sales reps, and customers when troubleshooting, changes and/or adders were needed. Also used 3D solid modeling on one machine that had some particularly complex parts. AutoCad

EDUCATION

Piedmont Virginia Community College, Charlottesville, VA

A.A.S in Design and Drafting