

ROBERT SMITH

Architectural Draftsman

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SUMMARY

I am looking for full time work that will allow me the opportunity to apply the concepts and skills developed in undergraduate level courses to an entry level associate position. I would also like to develop new skills that will allow me to build a career in Mechanical Engineering.

SKILLS

Management, Drafting, Customer Service, Design, Bookkeeping, Inventory Management, CAD, Creativity, Bowling Mechanics.

WORK EXPERIENCE

Architectural Draftsman

ABC Corporation - May 2000 – September 2014

- Reorganized 10 years worth of electronic files, making them easily accessible.
- Managed the filing of all finished jobs, making them easily accessible.
- Took initiative to research and test new drafting and 3D modeling/rendering software to determine direction of growth of a house design and structural engineering firm.
- Assisted architects in joint projects in drafting and preparing construction documents for retail buildings, tenant improvements, day care center, and restaurants.
- Created monthly statistical reports for house designs for 6 years.
- Scheduled and conducted meetings with clients.
- Drafted designs for residential houses, multi-family units, structural engineering projects.

Draftsman

ABC Corporation - 1996 – 2000

- Managed several clients and processed the work as it came in.
- Also put plans together for the states where it wasn't a conflict of interest.
- Attended the class in Cocoa Beach for the Florida energy software required by the state.
- Taught co-workers Auto-Cadd shortcuts.
- Handled state submittals for plans and made sure clients received proper number of sealed plans.
- Made sure each plan went through the proper review process within the company.
- Software Architectural Desktop 2004, Auto cadd LT 2000, FlaCom, FlaRes, ComCheck, Heat, Loss & Gain-Dos Based software, Adobe Acrobat, Outlook Express, Microsoft Word, Microsoft Works, Microsoft Excel, 3D Home Architect..

SCHOLASTICS

- Certification in Silver Coach - (Utah State University - West Jordan, UT)