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JEFFREY CLEGG

CAD Engineer

EDUCATION

UNIVERSITY OF TOLEDO

Toledo, OH

B.S. Construction Engineering
(May 2006)

UNIVERSITY OF TOLEDO

Toledo, OH

**A.S. Architectural Building
Engineering Technology (May
1997)**

ADDITIONAL SKILLS

AutoCAD Mechanical
AutoCAD Inventor
Microsoft Office
Microsoft Project
Acrobat 10
Manual Drafting
Time Management
Problem Solving
Javascript
Visual Basic
Solidworks

CAREER OBJECTIVE

Hard-working professional with 23+ years of experience and proven knowledge of computer-aided engineering, data entry, and records management. Aiming to leverage my skills to successfully fill the CAD role needed at your company.

PROFESSIONAL EXPERIENCE

CAD/DOCUMENT CONTROL MANAGER

AK Steel Dearborn Works, Dearborn, MI / Apr 2002 – May 2020

- Modernized and implemented new CAD standards for 8 facilities using ANSI and AKSDW proprietary models.
- Developed and revised 2D & 3D drawings in all disciplines for engineers, from sketches and per discussions, with the use of the AutoCad Suite of Software
- Designed and developed the electronic drawing storage and distribution system for expedited purchasing and parts ordering between engineers and vendors.
- Expanded and developed Excel and PDF forms for transmittals, drawing requests, and electrical, mechanical, piping and structural revisions.
- Implemented document transmittal and revision processes to reduce expenditures and mechanical losses.
- Created company-wide policies for the optimization and enforcement of document control, distribution, and management of facility asset drawings.
- Purchased drafting software, oversaw AutoCad installation deployments to facility engineers, and maintained current AutoCAD license subscriptions.

PROJECT ADMINISTRATOR ASSISTANT / CAD TECHNICIAN

SSOE, Inc., Toledo, OH / Dec 1998 – Nov 2002

- Developed and managed log sheets for FIs, RFIs, and Transmittals for Purified Water Project in Kalamazoo, Mich.
- Developed and managed project schedules utilizing MS Project and Primavera.
- Managed contract costs for construction, build, and vendor tasks within the project schedule.
- Developed and managed Cost Data spreadsheets to track project

budget and reduce overages.

- Developed floor plans, elevations, door/finish schedules, and details on project per licensed Architects.
- Created and facilitated an accurate archive drawing process for Purified Water project completion.

CAD TECHNICIAN

Libbey Owens Ford, Toledo, OH / Dec 1997 – Dec 1998

- Transferred files from UNIX system to Microstation SE.
- Converted files from Microstation and AutoCAD 3D to 2D.
- Converted AutoCAD R13 files into Microstation SE Files.
- Created and maintained Teammate database system.
- Updated Microstation drawings from redline drawings.

REFERENCES

References available upon request