Nam Pham

401 S. Emporia

Wichita, KS 67202

316-265-5211 ext. 208

npham@wwrfresource.com

Summary of Qualifications

* Strong customer service skills in organizing and overseeing orders.
* Knowledge of office practices and procedures.
* Strong attention to detail.
* Excellent analytical, organizational and communication skills.
* Proven ability to prioritize and handle multiple tasks in a challenging environment with a positive attitude.

Skills Summary

* Microsoft Access, PowerPoint, Word, and Excel.
* AutoCAD, SolidWorks, Draftsight CAD Solutions, and Amada Dr. ABE.
* Basic computer hardware assembly and component/device replacement.
* Learns new software applications quickly.
* Types 50 WPM and excellent 10-key skills.
* Following through to ensure jobs meet due dates.

Professional Experience

Zephyr Products Lansing, KS

* Estimated quotes for customers by figuring in labor and material costs, and completion time.
* Created job routers for floor production.
* Worked with project managers to complete specific account projects.
* Converted 2-dimensional package plans of water slide projects to 3D models.
* Assembled plans and part blueprints for production.
* Created job parts plans and routers for specific labor steps involving: welding, fabricating, and assembling.

B.A.C Lansing, KS

# *Material Handler*

* Responsible for moving materials for production accordingly to workers
* Cutting leather for sewing
* Riveting on leather goods
* Staining and painting leather goods

Impact Design Lansing, KS

## *Manager/CSR/Trimmer/Finisher*

* Communicated with clients on a daily basis to quote best-priced orders.
* Created routers to ensure project completion within specified timeframe.
* Coordinated with floor facilitators to meet shipping deadlines.
* Assisted machine operators in embroidering garments, pulling and trimming garments as needed.
* Inspected garments accordingly to purchase orders.
* Tagged, steamed, folded and packaged orders as needed for shipping.
* Distributed threads to job specific orders.
* Maintained thread inventory in system.

KCI Office System Hutchinson, KS

# *Draftsman*

* Developed 2-dimensional blueprint plans for furniture and layout plans for offices.
* Ensured delivery of bill of materials, cost, and inventory for all planned jobs.

Education

*AutoCAD VoTECH Drafting* Hutchinson, KS

Donnelly Community College Lansing, KS

*Associates in Business*

31 Credits