

NGA RAMPLING

SKILLS

AutoCad Drafting

12 years full-time operating AutoCAD with use of the following functionality:

- Model Space, Paper Space and Viewport
- Xreferencing
- Block and Attribute
- Modifying, command, 2D coordinates, layers, and hatching
- Raster Design software
- Introductory level to 3D modelling

Soft Skills

- Knowledgeable of the As-Building procedures from start of receiving greens to completion and returning documents back to the client
- Excellent knowledge of client's Drawing Procedure Manual.
- High standard of following company procedures and the ability to improve them.
- Ability to develop and produce internal company procedures
- Have the skills and knowledge of a Document Controller role.
- Strong attention to detail, and proud of own deliverable work.
- Strong ability to comply with client drawing procedures as well as in-house procedures.
- High level of customer service over the phone and via e-mail corresponding with clientele.
- Strong communication skills with team, and clients
- Works very well in a team, with the ability to follow instructions and complete tasks.
- Comfortable to take initiative and be innovative.
- Shown skills of a leadership, delegating work and ensuring completions of tasks/projects.

Information Technology

- Very new to using the following tech tools, and languages:
 - Atom Editor
 - HTML
 - Ruby on Rails
 - Terminal (Powershell)
- Proficient with Microsoft Office package and operating a PC and Mac
- Proficient in learning in-house data systems/software: Documentum, Drawing Request System, Estimate Report System.

WORK EXPERIENCE

AutoCAD Operator for Document Completions Team

Wood Group PSN (Melbourne)

Sept 2008 – Present [12 years]

Major Responsibilities:

As-Building Integrity Critical Drawings for Esso includes;

- All types of layout drawings (Equipment Location, Hazardous, Emergency Evacuation, Fire Fighting, Fire & Gas Detections, etc)
- P&ID and FEC
- Single Line Diagrams
- Trip Setting Schedule
- Equipment Schedule
- Comply to client drawing standard and procedures

Sub-Supervisory role for Tier 3 & Tier 4 project type includes;

- Document Control mentorship and support, this enabled successful integration of multiple new staff members.
- Problem solving daily enquiries directly with the Client.
- Supervise and delegate priorities for other team members.
- Report progress and issues to project managers/lead.

Other Tasks include;

- On site experiences to collaborate with Client, chasing information to help solve problems to the project.
- Quality Checking all types of drawings.
- Improved and further developed the existing company procedures.

Internal Sales Operator

Toll Priority – Freight Transport Company - Port Melbourne

May 2005 – Sept 2008 [Over 3 years]

- Answering high volume of inbound calls for Sales enquiry.
- Everyday use of Microsoft Office and internal system for data entry.
- Ability to find and set up new business accounts.
- Data entry with excellent attention to details and high level of accuracy.
- Daily problem solving with missing deliveries and other sale enquiries.

EDUCATION AND QUALIFICATIONS

- 2010 WGPSN In-house Short Course – Process Overview Training
- 2010 Atlas Interactive E-Learning Course for the Oil and Gas Industry
P&ID
- 2008 RMIT University Short Courses, an accredited AutoDesk Training Centre:
AutoCAD Level I
AutoCAD Level II
AutoCAD 3D Modelling
- 2002 Victoria University of Technology - Melbourne
Certificate IV – Electronic Publishing
- 2000 St. Albans Secondary College - Melbourne
VCE

REFERENCES

- | | |
|--|--------------|
| 1. Angela Sparks (Fire Protection Designer Draftsperson) | 0418 514 786 |
| 2. Thi Ngo (Senior Draftsperson) | 0414 345 175 |
| 3. Joice Viknarajah (QA Engineer) | 0433 583 080 |