

# Jacen Weeks

Norman, OK  
(405)-706-7733  
Jacen.K.Weeks-1@ou.edu

## Skills

Microsoft Word and Excel, Inventor, AutoCAD, Fusion, C++, 3D Printing, CNC Machining

## Experience

August 2023 - PRESENT

### **Principle Design, Norman** – *Architectural Drafting Intern*

- Conducted site visits as necessary to gather measurements or verify existing conditions for accurate representation in draft documents.
- Participate in meetings with clients and contractors, presenting drafts and addressing concerns as needed.
- Collaborate with a drafting team to complete projects on time and within quality standards.

May 2023 - August 2023

### **Walmart, Norman** – *Produce Stocker*

- Minimized shrinkage through diligent monitoring of expiration dates and timely removal of spoiled products from shelves.

August 2020 - September 2022

### **The Baked Bear, Norman** – *Team Member*

- Utilized strong communication skills when interacting with guests, coworkers..

## Education

**University of Oklahoma, Norman**— Bachelor's in Mechanical Engineering

Expected in May 2027

**Moore-Norman Technology Center, Moore**—Certificate in CADD

2020 - 2022

I graduated from MNTEC with a Certificate in Computer-Aided Design and Drafting. I also became OSHA Certified in construction and safety.

## Awards

**Eagle Scout-** Earned the Eagle Scout rank in 2019

**Best Under 18 CADD Drafter in Oklahoma-** This was through SkillsUSA in 2022