

Jacen K. Weeks

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RELEVANT EXPERIENCE

Principle Design, Norman— Architectural Drafting Intern

August 2023 - Current

- 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.

NON-RELEVANT EXPERIENCE

Walmart, Norman— Produce Stocker

May 2023 - August 2023

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

The Baked Bear, Norman— Restaurant Team Member

August 2020 - September 2022

- Utilized strong communication skills when interacting with guests, coworkers, and management to create a welcoming atmosphere for all parties involved.

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 MNTC with a Certificate in Computer-Aided Design and Drafting.

CERTIFICATION & SKILLS

Architectural Design Drafting

Project Coordination

Adobe Creative Software

MNTC certificate in CADD

OSHA Construction and Safety Course

HONORS & AWARDS

Eagle Scout- Earned the Eagle Scout rank in 2019 from Troop 242 in Norman.

Best Under 18 CADD

Drafter in Oklahoma- This was a state SkillsUSA Competition I won, and I attended Nationals.