

Tristan Lewis Marcum

CONTACT

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EDUCATION

BS ESET w/ Mechatronics conc.

Graduating:

~October 2026

ECPI University | Online

AA Liberal Arts & Humanities

Graduated: July 2018

ECPI University | SLO, CA

CERTIFICATES

AutoCAD

- Issuer: AutoDesk

Data Analytics

- Issuer: UC Berkeley

Fusion360 Basics

- Issuer: Coursera

Fusion360 Design

- Issuer: Coursera

MATLAB Basics

- Issuer: Coursera

Python

- Issuer: Mimo

REFERENCES

Available Upon Request

SUMMARY

Highly motivated professional with extensive experience in Computer-Aided Design (CAD) and data analytics. Proven track record in managing projects, developing SOPs, and conducting detailed analytics to improve operational efficiency. Seeking to leverage technical expertise, strong communication, and interpersonal skills in a drafting or engineering role to contribute to innovative projects and team success.

RELEVANT WORK EXPERIENCE

Lead Draftsman | San Luis Marble | Santa Maria, CA

July 2020 to December 2023

- Created 2D fabrication plans using AutoCAD based on field measurements.
- Developed and standardized SOPs.
- Conducted data analytics using Excel/Google Sheets for weekly administrative review.
- Trained new and existing employees on updated procedures.
- Investigated and reported issues to improve process flow and quality assurance.
- Performed QA checks and material inspections to ensure compliance with standards.
- Managed inventory reporting and control.

Administrative Assistant | Grant E Marcum DDS | Paso Robles, CA

December 2023 to Present

- Utilized Excel/Google Sheets to restructure company metrics.
- Assisted departments during high-demand periods.
- Expanded duties based on availability to support various office needs.

EMPLOYMENT OVERVIEW

With over six years of work experience, including three and a half years utilizing CAD software like AutoCAD, I have developed strong technical and analytical skills. My educational journey spans six years, during which I have gained knowledge and certifications in various fields, with approximately one year focused specifically on CAD-related education and training. This blend of practical experience and continuous learning has equipped me with a versatile skill set well-suited for drafting and engineering roles.

Thank you for your consideration,

Tristan L Marcum