

Jessica Claire

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SUMMARY

Work experience includes being a team player with over twelve years of computer aided drafting and design, creating accurate mapping data, engineering plans and project documentation. Software utilized includes ESRI ArcGIS, MicroStation/Bentley Map and AutoCAD/LDD, creating FLO-2D models, processing survey data and working with MS Office Suite, as well as other professional software. Additional experience includes being a dedicated trainer and electrical stress test technician, in a clean room environment. Additional skills obtained from Solar Photovoltaics technician classes and a Residential Wiring class through CAC. Obtained hands on experience on a solar array project wiring junction boxes. Utilizing AutoCAD 2012, created the 1-line and 3-line interconnection diagrams and site plan for the future solar photovoltaics lab at CAC.

HIGHLIGHTS

- ESRI ArcGIS (10.2)/FLO-2D
- MicroStation (SS3)
- Bentley Map
- Microsoft Office Suite
- AutoCAD/LDD
- Civil Engineering Technician
- Computer Aided Drafter
- Manufacturing Technician/Dedicated Trainer
- Solar Tech/Residential Wiring Knowledge
- Electrical Theory

EXPERIENCE

CIVIL ENGINEERING TECHNICIAN 2012 to CURRENT

Clark Dietz | Wi, WI,

- Providing support to the district's hydrologists by working with ESRI ArcGIS (10.2) software, preparing report exhibits and surface mapping models of Maricopa County, for FLO2D analysis.
- Provide CAD support to the civil engineers within the district's engineering division, utilizing MicroStation and Bentley Map programs.
- Provide AutoCAD (v.2008) support to the Solar Photovoltaics Technicians, as needed
- Utilize AutoCAD and MS Office Suite tools to prepare project estimates and documentation.

COMPUTER AIDED DRAFTER AND DESIGNER 11/1999 to 10/2010

Berry, Appleman & Leiden | Houston, TX,

- Provided AutoCAD (v.2008) & LDD support to Civil Engineers within the Environmental Infrastructure Group utilizing AutoCAD/LDD, MS Office Suite, processing survey data, with working knowledge of StormNet, Pipeworks, AutoTurn, and other professional software.
- Created accurate specifications, exhibits, bid documents, quantity summaries and engineering plans for irrigation districts, dam rehabilitation, residential and commercial land development projects, per RID, BWCCD, P-MIP, State and County standards.
- Major Projects completed: ADOT I-10/SR303 Dry-Up & ADOT RID Relocation Plans, MCDOT- MC85 Sarival Improvements, CAPAY Dam Rehabilitation (Yolo County, CA), Cotton Lane Bridge(North, South and Dry-up Plans), RID-SR85 Irrigation Relocation Plans, Phoenix Metro Provided AutoCAD support to Civil Engineers within the Land Development Department.
- Trained new CAD technicians in creating construction plans and providing daily assistance.
- Per engineers' requirements, created accurate exhibits and construction plan sets per company policies, utilizing AutoCAD 2000i and LDD. Created improvement plans, three-line profiles, cross section details and striping plans.
- Projects worked on include Phoenix Metro Light Rail, Glenhurst, Mission Royale, Capistrano North & South, Riverstone Estates, Mountainwood, Riverwalk and Rainbow Ranch Provided administrative support for project managers using Microsoft Office Suite.
- Assisted the Land Development Department with AutoCAD tasks.

ADMINISTRATIVE ASSISTANT 10/1998 to 11/1999

Belcan Corporation | City, STATE,

- Retrieved data from the AS400 accounting system for various reports.
- Directed incoming calls on an eight 8 line/100 extension switchboard.
- Created MS Word documents and PowerPoint presentations as required by engineers.

DEDICATED TRAINER/MANUFACTURING TECHNICIAN 01/1994 to 07/1998

Intel Corporation | City, STATE,

- Conducted, coordinated and tracked training for Test and Burn-In areas.
- Communicated specification changes, carried out responsibilities for Raw Class Stores and Semi- Finished Goods Inventory areas, including retrieving material from the ASRS and accounting for all rejects.
- Logged operations in VAX/VMS system, operated Schlumberger handlers for both Burn-In and Test operations, within a clean-room environment.
- Conducted electrical stress tests on product utilizing Criteria 18 ovens. Circuit board continuity checks and troubleshooting performed as required.
- Involved as a Unit Integrity Rep., Root Cause Investigator and performed Cycle counts.

MILITARY EXPERIENCE

ELECTRONIC WARFARE NON-MORSE SIGNAL INTERCEPTOR/PERSONNEL SPECIALIST

06/1987 to 06/1991

U.S. Army | Schofield Barracks, HI

07/87-07/91 United States Army, 731st MI Brigade Schofield Barracks, HI Electronic Warfare Non-Morse Signal Interceptor Scanned, monitored and recorded particular signals, adjusted antennas for optimal reception Operated equipment for monitoring and recording signals for further analysis. Decoded Morse Code and located signal bearings. Met requirements for: Top Secret Security Clearance, physical training and marksmanship. Distinguished Honor Graduate: Records Specialist and Electronic Warfare Signal Interceptor. Honorably discharged

EDUCATION

Central Arizona College, Coolidge, AZ

GPA:

06/11-12/11 Central Arizona College Coolidge, AZ Completed the Solar PV II course - assisted in creating 1-line and 3-line diagrams for the future solar PV labs, utilizing AutoCAD 2012. Completed Residential Wiring, Green Collar Construction, Solar PV I and BPI Building Analyst courses.

Bachelor of Science | Information Technology

University of Phoenix, Tempe, AZ

GPA:

05/02-09/04 University of Phoenix Tempe, AZ Completed a Bachelor of Science in Information Technology, Graduated: 09/2004 Courses studied: Project Management, Critical Thinking, Systems Analysis, Visual Basic .NET, Access Databases, Visual C++, Network Telecommunications, Web Design and Windows 2000 Server

| Fundamentals of Electronics

DeVry Institute of Technology, Phoenix, AZ

GPA:

11/91-03/92 DeVry Institute of Technology Phoenix, AZ Studied courses within the EET curriculum including Digital and Electronic Devices, Fundamentals of Electronics, Calculus, Technical Writing, C Programming, PSPICE programming, Management and Economics. Hardware utilized: Digital multimeter, soldering iron, function generator and oscilloscopes.

| Hawaii

1991

Chaminade University, Honolulu, HI

GPA:

1989-1991(part-time) Various Colleges Honolulu, HI Attained transferable Liberal Arts credits during tour of duty in Hawaii. Completed courses from Chaminade University, HCC and HPU. Security clearance: Inactive Top Secret Security Clearance, Department of Defense

CERTIFICATIONS

CAC Certified in the BPI Building Analyst Course, Central Arizona College Certified in Green Collar Construction, Central Arizona College Certified in SEI Solar Electric Systems & Grid Direct Design, Central Arizona College Bachelor's of Science in Information Technology, University of Phoenix

LANGUAGES

Fluent in Spanish

SKILLS

Civil Engineers, Autocad, Land Development, Training, Auto Cad, Cad, Light Rail, Accounting, Ms Office, Drafting, Adot, Commercial Land Development, Irrigation, And Accounting, Circuit Board, Class, Comprehensive Large Array Data Stewardship System, Cycle Counts, Inventory, Manufacturing Technician, Operations, Vax, Vms, Arcgis, Civil Engineering, Esri, Mapping, Topo, .net, Access, C++, Databases, Microsoft Windows, Project Management, Systems Analysis, Telecommunications, Visual Basic, Visual Basic .net, Visual Basic 6.0, Visual C++, Web Design, Windows 2000, Security, Administrative Assistant,

As400, Incoming Calls, Ms Word, Powerpoint,
Switchboard, Word, Documentation, Apqp, Bpi,
Wiring, Sei, Bearings, Cac, Electronic Warfare, Emc
Test, Flo, Project Documentation, Site Plan, Team
Player, Test Technician, Administrative Support,
Architecture, Landscape Architecture, Microsoft
Office, Eet, Multimeter, Oscilloscopes, Pspice,
Soldering