

BRIAN C. ALLEN
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Objective

I would like to work in an environment where I can be challenged, as well as satisfied, by my work. Adding to my current experience in various fields, as well as learning new skills, is also desired. I especially would like working for a company that has a solid foundation, lasting reputation, and one that would offer me advancement opportunities based on my job performance.

Skills & Qualifications

MicroStation ver. 5.0 and 95, AutoCAD 11,12, and 13 with CAD Overlay, IsoDraw 4.03, Autotrol / Tech Illustrator ver. 10, Intercap Illustrator 2 ver. 7.8, civil, architectural, mechanical, axonometric, and 3D computer drafting, blueprint reading, Windows, WordPerfect, Lotus, Microsoft Word and Excel, Corel Draw, desktop publishing, typing 60 wpm, keypad and adding machine use, general printer and copy machine maintenance, debt collections, bookkeeping and general ledger work, payroll and tax work, electro-mechanical assembly, circuit board stuffing, shipping and receiving, Oriental Medicine, massage, taijiquan, qigong

Education

Pacific College of Oriental Medicine, San Diego, CA, January 2000 thru December 2004, Master's of Science in Traditional Oriental Medicine

University of Delaware, Newark, DE, September 1995 thru May 1998, majoring in Philosophy, minoring in East Asian Studies and Chinese Language

William Penn High School, New Castle, DE, graduated June 1987, college preparatory and advanced placement classes

Work Experience

April 2005 – Present

Self Employed, Wilmington, DE – Oriental Medicine, Acupuncture, Chinese Herbs, Tuina, Taijiquan, Qigong

August 2000 – August 2004

Self Employed, San Diego, CA – Massage Therapist / Holistic Health Practitioner

July 1995 – November 1999

Armmco Division of TAD Resources (Adecco), New Castle, DE

Title: Illustrator / CAD Operator - **Duties:** axonometric illustrations of mechanical assembly exploded views, isometric illustrations from orthographic blueprints, schematics and wiring diagrams, MicroStation ver. 5.0 and 95, AutoCAD 11, 12, and 13, Intercap Illustrator 2, Autotrol / Tech Illustrator, IsoDraw 4.03

January 1994 - July 1995

Metropolitan Fiber Systems Network Technologies, Norristown, PA

Title: Supervisor / CAD Operator - **Duties:** supervisory duties including all aspects of maintaining an efficient CAD department, filing, naming, and numbering systems for all drawings, files, and computer files, training new CAD operators, and delegation of duties, AutoCAD 12, architectural and civil drafting, wiring diagrams, general software / hardware support for rest of office

January 1993 - July 1993

Tesla Industries, New Castle, DE

Title: CAD Operator - **Duties:** AutoCAD 11, mechanical drawings for manufacturing of airplane power supplies, 3D design, setting up and organizing entire CAD operation, electronic circuit board assembly and mechanical assembly work when needed, assisting with shipping, invoice preparation, and custom label designing, working with production and format of owner's manuals

January 1990 - February 1993

Evans and Evans, Wilmington, DE

Promoted title: Bookkeeper - **Duties:** bookkeeping, GL, A/R, A/P, payroll, payroll taxes, balance sheets, monthly disbursements and billing, bank account reconciliations, supervision of staff runners and file clerks, computer system manager

Previous title: Debt Collector / Legal Assistant - **Duties:** debt collections, client billing, correspondence with clients, defendants, and the courts, constructing subordination agreements, proof of claims for bankruptcy actions, minor bookkeeping, supervision of staff runners and file clerks, overseeing secretarial work presented to courts, issuing checks for court costs, attending sheriff's and constable's sales, computer system manager

May 1989 - January 1990

University of Delaware, Smith Hall Computer Lab, Newark, DE

Title: I/O Assistant - **Duties:** working with VAX and IBM mainframe computers, input / output area, overseeing printed output from the mainframes, general maintenance on impact and laser printers, despooling VAX and IBM output onto tape and dumping data to Xerox 4050 laser printer, sorting output for individual users, filing, stocking of supplies, keeping records of printers' use and computer room usage

December 1985 - January 1990

Medical Center of Delaware, Christiana Hospital, Newark, DE

Title: Dietary Service Assistant III - **Duties:** all aspects of patients' meals service, inventory stocking

April 1985 - February 1986

Colonial School District, William Penn High School, New Castle, DE

Title: Clerk/Typist - **Duties:** typing, filing, and telephone answering, assisting with payroll duties, preparing working papers for teenaged youths