

ANSON P. COE

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OBJECTIVE:

A permanent or home-based CADD support and coordination job in an architectural/engineering, consultancy and construction environment and provide affordable and quality design drawings.

CAREER QUALIFICATION:

15 years of working experience as CADD Support/ Drafter in electrical, mechanical and sanitary (EMS) building services and had worked with different trades.

Technically skilled in providing:

- Fast and accurate plans, layout, sections and elevations with detailed shop drawings
- Editing of CAD file drawings from scanned redlines or blueprints to match changes
- Site measurement of existing condition and convert these into accurate working drawings
- Architectural rendering, walkthroughs and interior design 3D rendering
- PDF image file conversion from scanned documents
- Evaluations of EMS design drawings against architectural and structural elements

Computer skills:

- AutoCAD/AutoCAD MEP, Microstation J & V8, SolidWorks 2009, Punch Interior Design,
- Google SketchUp 7, Auto Lisp and BASIC/MS-DOS programming, Windows 7/XP Environment,
- PC-based computing software, Desktop Publishing, Software/ hardware troubleshooting

WORK EXPERIENCES:

Independent CAD Coordinator/Detailer (Freelance Work), October 19, 2009 to present
Frey & Campbell, Inc. in Hammondsport, NY 14840

Providing CAD detailed construction drawings for an offsite project in Ithaca, NY.
Skilled in AutoCAD process, I provide pre-coordinated plans, sections and detailed sketches to show combined trade drawings and ensure that unforeseen conditions are resolve prior to installation of equipments.

CAD/CAM Draftsperson, January 28, 2003 to January 22, 2007
DG21 LLC USNAVSUPFAC Diego Garcia, British Indian Ocean Territory

Supervised and assisted a team of Cad drafters in preparing monthly production submittals.
Coordinated drawings with different trades - electrical, mechanical, fire protection, architectural, civil/ structural using X-ref within the AutoCAD and Microstation platform.
Key player in 2006 US Naval Base Operations Support (BOS) Contractor's DG21 LLC, transitioning to latest CAD system software to improve productivity and maintenance of drawing files of the engineering team in accordance with the contract requirement of the company.
Developed a customize CAD library of drawing files and symbols by creating macros/program to automate accessibility using hyperlinks and lisp programming which increased productivity of the drafting team.
Performed software/ hardware troubleshooting and provided solutions to computer problems.
Entrusted to assist and provided drafting support to Navy government personnel, contractors and civilians in Diego Garcia due to exceptional ability to resolve their technical concerns.
Responsible in assisting GE consultants for drafting layouts of electrical utilities upgrades.
Performed administrative and clerical support and directly reports to engineering manager.
Coordinated and monitored multiple projects schedules in accordance with company priorities.
Provided budgetary and quantity estimate of tools and office accessories which is vital to support the operation of the team within three to six month timeline.
Performed Internal Quality Audits and assigned Corrective Action Requests, when applicable, in accordance with the guidelines established by the company's Internal Quality Audit procedures.
"Employee of the Quarter" during the first 3-month period for facilitating pending engineering drawing and as trailblazer for organizing drawing-filing system, March 2003.

WORK EXPERIENCES (Continued):

MEP CAD Coordinator/ Operator, April 2, 2001 to January 25, 2003
Forssman Pacific Corporation in Makati City, Philippines

Prepared 2D combined services drawing plans, sections and sketches of various projects from Hong Kong and Manila to ensure design drawings matches on-going construction phase using the Microstation and AutoCAD software.

Developed a customize AutoCAD system menu and macros for the drafting team of The Medical City Hospital project in 2002.

“Hardest Working Employee” in December 2001.

CAD Operator, June 9, 2000 to March 30, 2001
T CGI Engineers, Incorporated in Makati City, Philippines

Prepared detail sketches/ schematic diagrams of mechanical/electrical plant rooms, piping arrangements in various horizontal and vertical projects, profiles of waterline system and drainage and sewage distribution system of subdivisions using the AutoCAD software.

AutoCAD Draftswoman, October 1, 1997 to April 5, 1999/ May 31, 1999 to September 23, 1999
Hiform Sedan Berhad/ Thyssen Hunnebeck in Malaysia

Provided formwork-fabrication-drawings and budgetary estimates.

Customized the AutoCAD and developed a Turbo Basic program to quantify materials and accessories comprising the formwork system that increased the productivity of the team.

AutoCAD Associate, March 1, 1997 to June 28, 1997
CIM Technologies, Inc. in Quezon City, Philippines

Provided customer service assistance in CAD drafting, scanning and digitizing.

Computer Operator/ Computer Engineer, November 1, 1991 to February 28, 1997
Pipeline Engineering/ C.L. Alma Jose & Sons in Quezon City, Philippines

Provided support in preparing feasibility studies, pre-qualification documents, bidding and contract documents, estimates, technical specifications, graphical representations of labor, equipment and bar-chart schedules, progress reports using PC-based computing softwares.

Responsibilities were computer operations, monitoring and troubleshooting of computer equipments.

Provided computer support and received commendations from various trades.

Word processor, May 1991 to October 31, 1991
SGV Consulting/ Wilbur Smith & Associates in Makati City, Philippines

Utilized knowledge in PC-based computing softwares for a feasibility study project under the PAPS-USAID in General Santos City, Philippines.

ADDITIONAL WORK EXPERIENCES:

Bus Safety Attendant, DAS/STO, Daegu, South Korea, 2007-2008 and 2008-2009
Child-care Assistant, Camp Walker Chapel, US Army Area IV, Daegu, South Korea, 2008-2009
Freelance AutoCAD Drafter, Manila, Philippines, 2000-2007

EDUCATION:

Bachelor of Science in Computer Engineering, Polytechnic University of the Philippines, Manila, Philippines, 1990