



Elsa Ogreni

Mechanical Engineer

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SUMMARY

- **Results-driven** Mechanical Engineer with expertise in industrial design, project management, **innovative problem-solving**, and customer service skills.
- Skilled in using **CAD design programs** such as SolidWorks, AutoCAD, MasterCAM, BySoft, TruTops, etc.
- **Strong team player** with excellent communication, **collaboration**, and customer-facing skills.
- **Detail-oriented**, fast learner, and **calculated risk-taker** who is capable of handling challenging situations and difficult customers.

"Hard work and patience lead the way"

EDUCATION

Sep 2013 – Apr 2021
Patras, Greece

Bachelor's at Mechanical Engineering, University of Peloponnese ☑

- *Bachelor Thesis on the measurement of calorific value of gaseous fuels using the cone calorimeter method. Developed a methodology for accurate and reliable measurements. Conducted experimental measurements at the Laboratory of Technical Thermodynamics at the University of Patras.*
- *Extensive focus on Cad design (Mechanical Engr. Drawing I & II, Computer Aid Design CAD, Computer Air Manufacturing CAM).*
- *English Language Terminology.*

Sep 2013 – Apr 2021
Patra, Greece

Certificate of Informatics and Computers, University of Peloponnese ☑

Dec 2015
Patras, Greece

Certificate of Proficiency in English, University of Michigan

Sep 2018 – Aug 2019
Athens, Greece

Certificate of specialised training in Special Education,
Kapodistrian University of Athens ☑

PROFESSIONAL EXPERIENCE

Apr 2021 – Nov 2022
Patras, Greece

Mechanical Design Engineer, SKK Metal

Responsibilities:

- Managed client and supplier communications for the steel industry, including orders, technical details, and procurement of iron inventory and related tools.
- Conducted industrial CAD designs(SolidWorks, Mastercam), Bysoft software for Laser cutting, and TrueTops software for Punching machines.
- Prepared project cost estimations, proposals, and completed order pricing.
- Generated invoices using Galaxy My Data software.
- Conducted routine production line control.

Achievements:

- Achieved exceptional track record with customers by optimizing communication and time management.

- Skilled in effective negotiation techniques with suppliers.
- Troubleshoot and proactively sought out innovative design tools and techniques which improved efficiency by 30%.
- Developed self-automated formulas using Excel for dynamic cost estimation, reducing processing time by 50% and human error factors.
- Successfully advocated for the implementation of Trello for enhanced project management, resulting in improved communication and productivity.

May 2012 – Apr 2021
Patras, Greece

Customer Service, Various Employers

- Worked as a main waitress, cashier, and stock manager.
- Self-motivated, with a strong sense of personal responsibility.
- Worked effectively in fast-paced environments.
- Demonstrated respect, friendliness, and willingness to help wherever needed.
- Developed strong communication and organizational skills.
- Provided services in a dynamic work environment.
- Worked well in a team setting, providing support and guidance.

Feb 2020 – Oct 2020
Patra, Greece

Mechanical Engineer, Region Of Western Greece · Internship ☑

- Organized data archive of engineering specifications, drawings and specifications and maintained traceability of documents by proper filing and indexing.
- Studied manufacturing processes to improve overall knowledge.
- Wrote error-free project support documentation.
- Designed traffic lights and road maps for Agrinion.
- Conducted research on law for citizens' demands.



SKILLS

CAD design programs

SolidWorks, AutoCAD, MasterCAM, BySoft, TruTops, etc.

People Skills

I am skilled in building positive relationships with customers and colleagues, empathizing with customers, meeting their specific needs, and successfully collaborating with colleagues to implement solutions.

Fast learner

I successfully learned Bysoft, prepared cost proposals, managed the invoice process, identified areas for improvement, and implemented changes quickly within one month of joining the company, despite the challenge.

Manufacturing process controls

Laser Cutting Machine

Testing and troubleshooting

On materials of high reflection, and settings on the laser cutting machine.

Photoshop, Corel

Basic image editing.

Sketch

Learned it in the process of upskilling.

MS Office

Used extensively during work and university.

Multitasking

Attention to detail, and timely delivery of time-sensitive proposals while ensuring proper functioning of a laser cutting machine and correcting a design error before production.

Employee management

Regular checks on the shipping management team

Process Modernization

Maximized software capabilities and streamlined project management through automated Excel formulas for cost estimation reducing processing time by 50% and minimizing human error. Utilized real-time information access via Trello for multiple parallel orders.

Managing high-cost projects

Laser cutting 45 tons of aluminum sheet metal, honing attention to detail and stress management skills.

Stock management

For various materials in the iron warehouse, such as sheet metal (aluminum, steel, inox, DCP), etc.

Canva

Learned it in the process of upskilling.

Trello

Managed task organization and efficient communication.

LANGUAGES

English
Proficient

Greek
Native

German
Elementary

Albanian
Native

Italian
Elementary

PROJECTS

Feb 2023

Marble Toy

Successfully designed and constructed a functional and visually appealing marble toy using SolidWorks, showcasing creativity and proficiency in understanding complex mechanisms and components.

Jan 2023

V6 Engine

Succeeded in designing a functional and efficient V6 engine model in SolidWorks, utilizing technical knowledge and problem-solving skills. Learned intricacies of engine components, mechanics and complex assemblies, demonstrating adaptability and proficiency in a challenging project.

Dec 2022

Lego Astronaut Minifigure

Effectively utilized technical skills to design a Lego Minifigure model in SolidWorks, showcasing proficiency in designing individual parts and working with complex assemblies. Demonstrated creativity and adaptability in a fun and engaging project.

VOLUNTEERING

Oct 2013 – Sep 2015
Patra, Greece

Kivotos agapis (ark of love), Teaching and creative activities

- Teaching kids with special needs.
- Taking care of their needs and entertainment.
- Participated in the creative activities group.

Volunteered in teaching and providing care for individuals with special needs, gaining a profound understanding of their daily challenges and providing emotional support, comfort, and companionship. Organized activities and events to enhance their experience and enjoyment. Developed appreciation for the resilience and strength of the human spirit through this meaningful experience.

INTERESTS

Sewing

Sewing provided me with a creative outlet and a sense of accomplishment. It is a relaxing, enjoyable activity that can be shared with family and friends. Also provides you with the satisfaction of creating something beautiful and unique.

Reading

I am passionate about reading and the personal growth it provides, including gaining a deeper understanding of topics, developing critical thinking skills, and improving my writing ability. Helps me find joy and relaxation in reading. Favorite authors include Leonardo Mlodinow, Jorge Bucay, Yuval Noah Harari, and more.

Dancing

I am in favor of various dance styles, including salsa, bachata, and swing. Dancing has been an enjoyable way for me to improve my physical fitness while reducing stress and anxiety. It also promotes a sense of joy, confidence, and connection with others.