

Curriculum Vitae

Name: David Cotter

Mobile:0879066008 (Text Only)

Email:daveguy28@gmail.com

Address:4 Croilar Na Mistealach, Dean Lane, Tralee,
KerryV92NAV9

PROFESSIONAL SUMMARY

Technically skilled Computer-Aided Design Operator, working with meticulous precision and attention to quality standards for enhanced manufacturing processes. Proficient in various design and development processes, with expertise in AutoCAD 2D and AutoCAD 3D, for reliable, professional CAD support.

WORK HISTORY

06/2022 – Continue

Vaughan Kitchens & Furniture | Moyvane, Kerry

AutoCAD Designer & Accounts

- Cabinet Vision
- Weekly bank transaction posting
- Process daily and monthly direct debits

08/2011 - 02/2020

Cube Direct Limited | Listowel, Kerry

AutoCAD Designer & Accounts

- I have worked with 5 companies under Cube Direct Limited.
- For the duration of the period, I used AutoCAD to design and manipulate drawings to suit the needs of the two companies to install Ventilation, Plumbing and Electrical systems.
- I participated in the creation & implementation of procedures. In particular; Document Controller, checklists, and templates for the benefit of the company and the simplicity and ease of use for the existing and future employees of the company.
- I participated in the creation & implementation of O&M (Operation and Maintenance) Manuals.
- I participated in the tendering stages of various projects, with the analysis of the design required researching the products that are required, what works are required, etc.
- I participated in the research of new and upcoming systems for ventilation and plumbing which are more energy-efficient, cheaper to run and ease of use & installation.
- I participated in the Health and Safety for CHAS (Contractors Health and Safety Assessment Scheme) and Constructionline Gold Member.
- I participated in the accounting of the 5 companies, utilising Xero, and Excel. I am comfortable both with the technology I have experience of and with learning new programs.

SKILLS

- Excellent in AutoCAD
- AutoCAD knowledge
- Multimedia production
- Most Major Microsoft programmers
- Website
- Coding
- Photoshop
- Accounting Xero
- IT Skills
- Coupled with hands-on experience
- Cloud-based technologies expertise
- General administration
- Cash balancing
- Bookkeeping

EDUCATION

01/2009

FAS Training Centre|Tralee,
Kerry

City & Guilds: Level 3

Certificate in CAD (2D and 3D
Computer Aided Design

04/2008

FAS Training Centre|Tralee,
Kerry

Certificate in Photoshop

04/2004

**Durham University Science
Park**|Durham

CACDP Level 1 and 2: Irish
Sign Language Curriculum
Training

- KES Certificate in Access to Irish Sign Language Resources and Materials.
- KES Certificate in Introduction to Digital Camera.
- KES Certificate in Introduction to Education Theory.

- I participated in the management of properties for rent collectors, cheque balancing, and ESB meter checking.
- I have hands on experience of the Technician for Google for Work, PC, Networking, Asana, Photoshop and more.
- Also was involved in the financial side of the five companies.

08/2010 - 09/2012

Insight Bathroom | Listowel, Kerry
AutoCAD Technician

- Drawing up new plans and evaluations
- Ensuring building plan compliance
- Administration
- Copying of plans
- Measurement of bathrooms
- Bathroom renovations
- Researched and updated all required materials needed for firm and partners.

01/2007 - 12/2009

Kerry Deaf Resource Centre | Tralee, Kerry
Administrative Assistant

- Managed clerical needs of company employees, including copying, faxing and file management.
- Provided comprehensive administrative and clerical support, including organising files, creating spreadsheets and imaging documents.
- Organised files, developed spreadsheets, faxed reports and scanned documents.
- Welcomed guests and clients in an upbeat and friendly manner.

05/2005 - 08/2006

Brendan O Connell Architects | Tralee, Kerry
AutoCAD Designer

- Drawing up new plans
- Evaluations for building plan compliance
- Administration
- Copying of Plans

05/2003 - 08/2003

Kerry County Council | Tralee, Kerry
AutoCAD Designer

- Ensuring building plans complied with legislation in relation to disability access.
- Production of Energy Reports.
- Assisting with the design of both council and sheltered housing projects.
- Taught sign language to fellow staff members

- KES Certificate in Introduction to Sign Linguistics.
- KES Certificate in Use of technology to Develop Irish Sign Language.

01/2004

Durham University Science Park|Durham
CACDP Level 1 Certificate: Communication Tactics Curriculum Training

01/2004

Durham University Science Park|Durham
CACDP Certificate: Approved Assessor for Communication Tactics with Deaf People.

09/2000

Institute of Technology Tralee|Tralee
Diploma of Higher Education: Construction Studies