

Robert Smith

AutoCad Operator/3D CAD Operator

PERSONAL STATEMENT

To have a professional and competent position in a growth-oriented company that will enable to fully contribute and apply knowledge and skills. Detailing for the development of more complex modification drawings.

WORK EXPERIENCE

AutoCad Operator/3D CAD Operator

ABC Corporation - December 1998 - November 2000

Responsibilities:

- Automated drafting for repairs on tanks, vessels, and pipe for the in house inspection contractor.
- Handled incoming and outgoing phone lines for office.
- Responsible for weekly and monthly status reports to the main office.
- Ordered of supplies including but not limited to NOMAX and safety equipment.
- Prepared submittal packages for clients.
- Revised submittal drawings per redlines at the clients requests.
- Made revisions to mechanical and electrical drawings.

Autocad Operator

Delta Corporation - 1993 - 1998

Responsibilities:

- Reviewed architectural drawings and scope.
- Drafted casework/millwork shop drawing submittals.
- Prepared submittal packages for clients.
- Revised submittal drawings per redlines at the clients requests.
- Made revisions to mechanical and electrical drawings.
- Assisted Engineers in HVAC layouts, Plumbing, and Piping plans.
- Prepared blueprint packages for presentations to contractors.

Education

Associate Of Occupational In Computer Aided Drafting -
2000(Southeast College Of Technology - Metairie, LA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Forklift, Microsoft Office,
AutoCAD.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)