

Robert Smith

Computer Aided Drafter

PERSONAL STATEMENT

Results-oriented, good team player with strong problem solving and time management skills seeking a position in an organization with a diverse population. Proficient in evaluating individuals and developing effective solutions for challenging behaviors.

WORK EXPERIENCE

Computer Aided Drafter **ABC Corporation - May 2001 - September 2002**

Responsibilities:

- Performed drafting services via computer utilizing Micro Station and AutoCAD for various civil engineering projects including sketch plans, preliminary plats, field surveying, construction drawings, and final plats.
- Experienced in the areas of construction technology, basic draft tools, displaying common demands, constructional building, performed page set up and page layouts, cross-hatching, and worked with tracking and blocks.
- Managed object properties.
- Assisted Engineers in producing test programs to evaluate and modify traffic volume.
- Conducted meetings with citizens, generated information, evaluated components, and presented findings for inclusion in final designs, Construct designer.
- Produced CAD drawing of as-built conditions in an accurate and timely manner utilizing Quantapoint proprietary software.
- Prepared client presentations in Microsoft Word, Excel, and Adobe Photoshop.

Computer Aided Drafter **Delta Corporation - 2000 - 2001**

Responsibilities:

- Analyze Telecommunication drawings and update to current specifications.
- Using Microstation, Microsoft Excel and Word Data entry and information documentation.
- Interpretation of commercial building plans for window and door installation companys.
- Compose building plans containing- floor plans, elevations, and detailed renderings of storefront and curtain wall configurations Design of ACM unit .
- Provided technical drawings and photo layouts.
- Prepared client presentations in Microsoft Word, Excel, and Adobe Photoshop.
- Data Entry and On-field Surveyor.

CONTACT DETAILS

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

SKILLS

Autocad, MS Office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Master of Science in Project Management - (Strayer University)