

ROBERT SMITH

Electrical Drafter

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Team-oriented, self-motivated professional seeking a desirable position that will allow utilizing knowledge and skills to enhance an organization's efficiency and effectiveness while gaining valuable experience as an engineering professional.

NOVEMBER 2011 - JANUARY 2012

ELECTRICAL DRAFTER - ABC CORPORATION

- Implemented technical drafting skills to successfully complete electrical detailed blueprints for commercial and institutional facilities.
- Used excellent communication skills both written and verbal to communicate with the team.
- Assisted engineers and other CAD technicians with project setup and detailed computer-aided drawings.
- Electronically transmitted drawings, PDFs, and written files using standardize formatting.
- Prepared discipline folders, scanned architectural backgrounds, and completed local and international projects before the deadline.
- Created informational keynotes and instructional guides for measurement references.
- Used knowledge of office equipment, machines, and engineering practices to complete various projects.

2008 - 2011

ELECTRICAL DRAFTER - DELTA CORPORATION

- Worked in a team environment supporting the Electrical Department creating and updating Electrical Schematic & Block Diagram Drawings for multiple .
- Created and maintained Excel spreadsheets to maintain integrity.
- Checked documents to insure correctness and adherence to standards.
- Worked in a team environment supporting the Electrical Department creating and updating Electrical Schematic & Block Diagram Drawings for AWACS .
- Researched parts and created and maintained Excel spreadsheets to maintain integrity.
- Checked documents to insure correctness and adherence to standards.
- Performed AutoCad and MicroStation drafting and back-checks on both indoor and outdoor drawings relating to electrical substations, and transmission .

EDUCATION

Master's of Business Administration in Business - 2012(University of Phoenix -

Earth City, MO)

SKILLS

Mechanical Desktop, Architectural Desktop, Autodesk.